



# 2026 Casual Hire Application



NAME OF HIRER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: (M) \_\_\_\_\_ (B) \_\_\_\_\_

## **HIRE DETAILS:**

DAY & DATE: \_\_\_\_\_

TIME REQUIRED (MUST INCLUDE SET UP & PACK UP): \_\_\_\_\_ am / pm TO \_\_\_\_\_ am / pm

TYPE OF FUNCTION: \_\_\_\_\_ ENTERTAINMENT: \_\_\_\_\_

NO. OF GUESTS: \_\_\_\_\_ GENERAL ADMITTANCE **OR** INVITATION ONLY

WILL THERE BE ANY FORM OF SECURITY AT THE FUNCTION / EVENT ? YES  NO

IF YES, PLEASE SPECIFY: \_\_\_\_\_

WILL LIQUOR BE CONSUMED AT THE FUNCTION / EVENT ? YES  NO

## **HALL / ROOM REQUIRED:**

Lyrebird Hall  Kingfisher Hall  Hummingbird Room

Lyrebird 1 Room  Cockatoo Room  Back Office

Lyrebird 2 Room  Partridge Room

## **AGREEMENT:**

I/we confirm that the person completing this application is at least 21 years of age and hereby undertake to abide by the Casual Hire Terms & Conditions (a copy of which has been supplied to me/us) as well as Council's Local Laws. I/we also agree to inform Lyrebird Community Centre in writing, and at least 30 days prior to the date, of any changes, additions or cancellations concerning this booking. Failure to comply with one or more of the conditions as set down in the Casual Hire Terms & Conditions may result in forfeiture of part or all of the Security Bond held at the discretion of the Board of Management. I/We further agree to be responsible for any costs incurred over and above the Security Bond held.

**HIRER'S SIGNATURE:** \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**LYREBIRD MANAGEMENT:** \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Confirmation of booking on receipt of application form and deposit.

Please return completed application to:

Lyrebird Community Centre, 203-205 Lyrebird Drive, Carrum Downs.

Keys may be collected from reception during business hours - Monday to Friday 8.30 am - 4.00 pm

Hire Fees are subject to change at the discretion of the Board of Management.

**IS THE APPLICANT A COMMUNITY BASED ORGANISATION?**YES  NO 

If yes, please attach evidence (A community based organisation is defined as being registered under the Association Incorporation Act 1981 and/or registered as a non profit group according to the Australian Taxation Office Guidelines) and a copy of current public liability insurance.

**IS THE APPLICANT A BUSINESS?**YES  NO 

If yes, please attach a current copy of Public Liability Insurance

**IS THE APPLICANT AN INDIVIDUAL?**YES  NO 

Do you have a Public Liability Insurance policy or a home and contents policy which contains a Public Liability extension ?

YES  NO 

If no, do you want cover under Council's casual hirers liability policy ?

YES  NO **AMOUNTS PAYABLE:**

Hire Fee Payable \$ \_\_\_\_\_

Security Bond Payable (Cash) \$ \_\_\_\_\_

Extras charge \$ \_\_\_\_\_

Total Payable \$ \_\_\_\_\_

*Less Deposit Paid* / / \$ \_\_\_\_\_

**TOTAL PAYABLE ON COLLECTION OF KEYS** \$ =====

**OFFICE USE ONLY****INSURANCE**

Does the hirer have Public Liability Insurance? Yes  No

If yes, name of insurer: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Expiry date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If no, Council emailed regarding insurance? Yes  No

**SECURITY BOND**

Security Bond refundable to hirer \$ \_\_\_\_\_

Less any deductions (if necessary) \$ \_\_\_\_\_

Refunded to hirer \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \$ =====

Notes regarding hirer: \_\_\_\_\_

**KEYS & ALARM CARD**

Key Number: \_\_\_\_\_ Security Code: \_\_\_\_\_

Date Out: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date Returned: \_\_\_\_ / \_\_\_\_ / \_\_\_\_