

Application for Hire of
Glen Park Community Centre
Facilities



Glen Park
Community Centre

Name of Hirer / Organisation						
Type of Entity	<input type="checkbox"/> Individual <input type="checkbox"/> Business <input type="checkbox"/> Not-for-Profit					
Contact Name						<input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Mr
Address	<input type="checkbox"/> Home <input type="checkbox"/> Work					
	Address Line 1					
	Address Line 2					
	Suburb		State		Postcode	
Postal Address	<input type="checkbox"/> Same as above (skip)					
	Address Line 1					
	Address Line 2					
	Suburb		State		Postcode	
Email Address						
Phone Number(s)	Business Hours		Afterhours		Mobile	

Purpose of Hire						
Type of Hire	<input type="checkbox"/> Social <input type="checkbox"/> Regular					
Room Required	<input type="checkbox"/> Main Hall <input type="checkbox"/> Kemp Hall <input type="checkbox"/> Rosella Room <input type="checkbox"/> Ibis Room <input type="checkbox"/> Ibis & Rosella Rooms (combined)					
Day(s) of Week	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday					
Dates Required	/ /	/ /	/ /	/ /	/ /	/ /
	/ /	/ /	/ /	/ /	/ /	/ /
	<input type="checkbox"/> More dates (please use "Extra Comments" section)					
Time of Hire	From	:	<input type="checkbox"/> AM <input type="checkbox"/> PM	Until	:	<input type="checkbox"/> AM <input type="checkbox"/> PM
No. of Attendees						
Insurance	<input type="checkbox"/> Own Public Liability Insurance (copy must be provided with this form); OR <input type="checkbox"/> Hall Hire Public Liability ⇒ <input type="checkbox"/> Without Alcohol (\$16.50) <i>Glen Park Community Centre Inc. is an Alcohol-Free Zone</i>					
Requirements	Chairs		Tables		Other*	<input type="checkbox"/> Data Projector <input type="checkbox"/> Data Screen <input type="checkbox"/> Data Projector & Screen
Comments						

* Hire fees apply.

Comments

(... continued)

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Would you like catering for your event/function?

Yes

No

PartySafe Registration

The Victoria Police Partysafe Program is about minimising the risks to safety at parties such as violence, intoxicated guests, or gatecrashers so that hosts and their guests can stay safe and have fun.

The program allows you to register your party with the police online or at your local police station. The registration form is important to ensure police are aware of the event and can provide timely assistance if things start to get out of hand.

Direct link for online applications: http://www.police.vic.gov.au/content.asp?Document_ID=35927

For more information or to download a form for registering at the nearest police station to the venue (Croydon Police Station), visit <http://www.police.vic.gov.au/> and, on the left hand-side of the screen:

1. Click on "Initiatives and Programs"
2. Click on "Victoria Police Partysafe Program"
3. Towards the bottom of the page, there are links to several documents including the [Victoria Police Partysafe Program Registration Form \(PDF\)](#)

PartySafe registration is a mandatory requirement for facility hire at Glen Park Community Centre. Business hires are exempted.

I have completed the PartySafe registration process.

Registration ID

Induction Details

Date

/ /

Time

:

AM PM

I acknowledge that, in the event that I do not attend the agreed induction session on the aforementioned date and time, Glen Park might not provide an alternative date and my hire may be cancelled.

Acceptance of Room Hire Agreement Acknowledgement

I acknowledge that:

- I have received, read and understood the conditions of hiring the room as outlined in the "Facility Hire Terms & Conditions" section of the "Facility Hire Information Pack".
- Where the Hirer is a company or an incorporated association, I am authorised by the Hirer to complete this application form on their behalf.
- I understand that, by signing this form, I am personally responsible for ensuring that users comply with the conditions of hiring. Should the users breach any of the Facility Hire Terms & Conditions, I shall be personally responsible for any such breaches, including any damage to the Room.
- If I contact the afterhours Glen Park Community Centre emergency number and I am found to be at fault, I understand that I will be responsible for all associated charges.

Full Name

Signature

Date

/ /

How did you hear about us?

- Course Guide
- Social Media
- Website
- Word of Mouth
- Halls for Hire
- Other (please specify):

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Would you like to advertise through us?

- Display your flyer in the Centre's foyer
- Have your flyer posted on Facebook closer to the hire date*
- Advertise in our Course & Activity Guide (costs associated)**

Terms & Conditions:

- (1) Advertising subject to management's approval.
- (2) Advertising materials are to be provided by the hirer.
- (3) All advertising materials must be removed by the hirer after the event.

* Free for the first time. ** Contact office for details.

• OFFICE USE ONLY

(Must be filled out)

Room Hire Fees	\$
Bond	\$
Insurance Fee (if applicable)	\$
Other Fees (if any)	\$
Total Fees	\$

Public Liability Certificate No.	
Date Deposit Paid	/ /
Receipt No.	
Date Bond Refunded	/ /
Amount Refunded	\$

Comments (if any)