



## APPLICATION TO HIRE

### CONTACT DETAILS

#### Person responsible for payment of account details:

|          |              |
|----------|--------------|
| Surname: | Given Names: |
| Address: | Postcode:    |
| Email:   | Phone:       |

#### Second contact details (in case YFC needs to contact someone urgently):

|          |              |
|----------|--------------|
| Surname: | Given Names: |
| Address: | Postcode:    |
| Email:   | Phone:       |

### GROUP DETAILS (IF APPLICABLE)

#### Name of GROUP (if applicable):

Do you give permission for the Yangebup Family Centre to promote your group and contact details?  
No ☐ Yes ☐ If YES, please complete details below

|                 |        |
|-----------------|--------|
| Contact Person: |        |
| Email:          | Phone: |

### PURPOSE OF HIRE

|                                                                                                                                                                                    |                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Type: Private <input type="checkbox"/> Community <input type="checkbox"/> Government <input type="checkbox"/> Business <input type="checkbox"/> Other <input type="checkbox"/>     |                            |
| Sustainable Birthday Party – Standard (up to 40 people) <input type="checkbox"/> Upsize (up to 100 people) <input type="checkbox"/>                                                |                            |
| Areas required: Meeting Room <input type="checkbox"/> Activity Room 1 <input type="checkbox"/> Activity Room 2 <input type="checkbox"/> Activity Room 1&2 <input type="checkbox"/> |                            |
| Other please comment:                                                                                                                                                              |                            |
| Date required:                                                                                                                                                                     | Time (inc setup & packup): |
| Additional Dates for regular bookings:                                                                                                                                             |                            |

Approx. number of people attending: Adults Children

### INSURANCE REQUIREMENTS

The user is responsible for any public liability in respect to their activity. YFC public liability insurance will only cover injury, loss, or damage as a result of any proven neglect or default of the YFC. The YFC may request a copy of your Certificate of Currency for Public Liability Insurance.

### LIQUOR REQUIREMENTS

Will Liquor be consumed during the booking? No ☐ Yes ☐ If YES, please note the following,  
Approval of this application gives the hirer permission to consume liquor on the premises as per the Liquor Act 1988, Section 119(1). However, a Liquor License is required if liquor is being sold and is subject to approval by the YFC Management Committee.

### EQUIPMENT REQUIREMENTS

A range of equipment is available for use within the Centre including;  
• Adult trestle tables (approx. 12) • Children's tables (approx. 12) • TV, DVD, Whiteboard  
• Adult chairs (approx. 70) • Children's chairs (approx. 60) • Kitchen facilities inc Tea & Coffee  
• Reusable plates, bowls, cups, cutlery, platters, oven tray etc  
If more than one booking the equipment will need to be shared.

Regular Group Equipment Storage required? No ☐ Yes ☐ please discuss with Manager



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### BUILDING ACCESS AGREEMENT

- In the event of lost keys, it will be the hirer's responsibility to pay for the cost of new replacement keys and/or locks.
- The Hirer MUST ensure that keys are not duplicated. The key is not transferable and MUST NOT be given to another person. If any additional keys are required, they should be requested in writing.
- Keys must be returned at the conclusion of a Hire Arrangement. All Bond monies will be held until the key is returned.
- If a key is transferred to another person who is an incoming Office Holder of the User Group, they will need to inform the Manager immediately and arrange for a new signatory on the Key Register and responsibility will be transferred to the incumbent.

Signature:

Date:

### Bank Details for Bond Refund:

Account Name:

BSB:

Acc No:

### GENERAL AGREEMENT

I hereby acknowledge having read the Yangebup Family Centre Guidelines and agree to comply with the conditions contained therein. <http://www.yangebupfamilycentre.org/venue-hire/>

### Summary of Hirer Responsibilities

- Hirers must always show respect and common courtesy for others.
- The Hirer shall ensure that persons in or about the building are respectful at all times.
- Smoking/Vaping is not permitted in any area of the building or outside areas of the Centre.
- Noise must be kept within the City of Cockburn Council noise regulations.
- Cars are to be parked in marked bays only. Do not park on the grass.
- Leave all rooms as they were found eg. replace or remove equipment as prior to use.
- Stack all chairs on trolleys and all tables on table trolley.
- Leave the room and building in a clean and tidy condition.
- Make use of the cleaning equipment provided by the Centre.
- Make sure all floors, benches, carpets, mats are left clean as found on arrival.
- Place all rubbish in the bins provided at the front of the building.
- Turn off all electrical lights, air conditioning and power appliances.
- Lock all doors, close all windows and shutters, and set alarm if you are the last to leave.
- Lock front door and please make certain it is locked and secure.
- Return keys to office for bond refund.

Applicant Signature:

Date:

### Office Use Only

Approval of Hire Arrangements for and on behalf of the YFC Management Committee

Signature:

Date:

Key Number:

Invoice No:

Bond Paid: \$

Rec No:

Date:

Total No. of hours:

Initial \$ + extra hours \$ =

Rec No.

Bond Refunded:

Date:

*The Yangebup Family Centre Inc is collecting the personal information on this form for the purpose of carrying out its business. Your personal information may be disclosed to other third parties as part of the provision of services or if required or authorised to do so by law. For further information, please refer to the Yangebup Family Centre Privacy Statement.*