

GOODWOOD

COMMUNITY CENTRE

CASUAL HALL HIRE AGREEMENT

NAME OF ORGANISATION / BUSINESS / HIRER: _____

NAME OF CONTACT PERSON: _____

POSTAL ADDRESS: _____

POSTCODE: _____

EMAIL ADDRESS: _____

CONTACT NUMBER: _____

DISCOUNT STATUS: City of Unley Resident

Registered Not for Profit/charity/School

BOOKING DETAILS

DATE/S REQUIRED: _____

DAY: _____

BOOKING START TIME: _____

BOOKING FINISH TIME: _____

My hire times include time for set up and pack up; I will not access the Centre before my start time & I will leave at my finish time.

ACTIVITY/FUNCTION TYPE: _____

ESTIMATED NO OF PEOPLE: _____

(must not exceed maximum room capacity)

AREA REQUIRED *(please tick)*

Banquet Hall & Kitchen

Activity Hall

Both halls & kitchen

Wall Opening

Board Room

Interview Room

Community Office

Rosa St Office

Green space & carpark *this space must be booked with the City of Unley Events team 83725111 or events@unley.sa.gov.au

EQUIPMENT REQUIRED

Data Projector

PA System

Wireless Microphone

ACKNOWLEDGMENT OF CONFIRMATION

I/we hereby acknowledge that I have received, read and understood the City of Unley Community Centres Conditions of Hire (for all Hire Agreements) and agree to use these facilities in accordance.

I understand that:

- I am responsible for ensuring that the premises is left clean and tidy;
- I am responsible for any loss or damage to the facility and its contents and agree to pay any costs incurred as a result of that loss or damage;
- I will only use the facility within the agreed specified times and secure upon leaving and not exceed my agreed hire time;
- I understand that upon receipt of this signed form, Conditions of Hire will be applied; and
- I understand that fees and charges are subject to change.

SIGNED _____

DATED _____

OFFICE USE ONLY	<input type="checkbox"/> Entered in Calendar	<input type="checkbox"/> Copy of Insurance <input type="checkbox"/> Proof of Not for Profit	<input type="checkbox"/> Invoiced Debtor # Fees \$	<input type="checkbox"/> Invoice Paid
	<input type="checkbox"/> Orientation date	<input type="checkbox"/> Keys Collected	<input type="checkbox"/> Keys Returned	