

Application Form for Facility Hire			
Applicant Details			
Name of Organisation/Group:			
Contact Person:			
Address:			
Email:			
Mobile:		Telephone (AH):	
Invoice Details			
Registered Business Name:			
ABN:		Purchase Order No:	
Postal Address:			
Email:			
Event Details			
Proposed Day(s):		Proposed Date(s):	
Proposed Start Time:		Proposed Finish Time:	
Estimated number of people attending event/service/activity:			
Please provide a brief description of the event/service/activity you wish to conduct at the facility:			
Room(s) Required			
<input type="checkbox"/> Multi-Function Room 1	<input type="checkbox"/> Foyer (upstairs)	<input type="checkbox"/> Art Space	<input type="checkbox"/> IT Hub
<input type="checkbox"/> Meeting Room 1	<input type="checkbox"/> Meeting Room 2	<input type="checkbox"/> Kitchen/Dining area	<input type="checkbox"/> Room 7
<input type="checkbox"/> Office 9A	<input type="checkbox"/> Office 9B	<input type="checkbox"/> Office 9C	<input type="checkbox"/> Office 11

Catering Requirements					
Would you like us to provide catering for your event?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Tea and coffee facilities	<input type="checkbox"/> Morning Tea	<input type="checkbox"/> Lunch		<input type="checkbox"/> Afternoon Tea	
<input type="checkbox"/> Cold menu	<input type="checkbox"/> Hot menu				
Dietary requirements:					
<input type="checkbox"/> Gluten free		<input type="checkbox"/> Vegetarian			
<input type="checkbox"/> Other (<i>please specify</i>):					
Any additional notes:					
Equipment Requirements					
<input type="checkbox"/> Tables	<input type="checkbox"/> Chairs	<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Projector	<input type="checkbox"/> Lectern	<input type="checkbox"/> Wi-Fi
What equipment do you intend to bring?					
Do you have any additional requests regarding equipment?					
About your organisation/group					
Is your group a:	<input type="checkbox"/> Not for profit community group	<input type="checkbox"/> Not for profit community agency	<input type="checkbox"/> Business		
Does your organisation/group have current public liability insurance?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please provide a copy with your application.					
Brief description of your organisation's purpose and target group, e.g. families, young people, ethnic group, etc.					

Hire Conditions

1. The Hirer must be 18 years of age or over.
2. Use of the venue is not deemed to be authorised until the Hirer has:
 - Returned a completed and signed application form;
 - Provided evidence of Public Liability insurance (minimum \$10M);
 - Provided a copy of all relevant permits or licences;
 - Made good any damage or paid any costs related to any damage during previous use.
3. A booking will be confirmed only upon receipt of a completed application by issuing a confirmation letter.
4. The Hirer agrees and acknowledges that in the event of damage to the venue or any of its fittings and contents, additional cleaning or breach of these conditions, will be liable for repair and restoration costs.
5. Where the hirer is a company or incorporated association, I am authorised by the hirer to complete the Application Form on the hirer's behalf and acknowledge that I am personally responsible for ensuring that the hirer complies with the hire conditions.
6. The hirer agrees to indemnify and to keep indemnified and to hold harmless Advance/Hastings Community Hub, its staff and agents and of each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against it or any of them arising out of or in any way related.
7. The Hirer will be provided with key instructions. Failure to return the key will be liable for replacement costs.
8. Consumption of illegal substances on the premises is prohibited. Smoking/vaping is to be outside in designated areas only.
9. All emergency exits, access ramps, stairways and areas around fire extinguishers must remain clear of any obstruction. A breach of this condition may incur penalties.
10. Should the Hirer require tea/coffee/water/catering facilities please notify us at time of booking (additional fees apply).
11. The Hirer shall ensure that all electrical equipment brought in either by themselves or caterers they have engaged, is tested and tagged and in date.
12. At the conclusion of an event or function the Hirer is required to:
 - Clean and return all furniture to their original position (refer to room maps)
 - Remove all decorative material
 - Remove any spillages, dirt, rubbish or any other substance
 - Ensure kitchen surfaces, equipment and appliances are clean
 - Remove all food and waste
 - Ensure catering and cleaning staff abide by these terms and conditions.
13. 48 hours' notice in writing/email is required for any cancellations or variations to the original booking, or full fees will apply.
14. Annual, regular groups and term bookings must give 4 weeks' notice in writing to terminate the booking or full fees will apply.
15. Hirers that are granted permission to use the facility shall not assign the right of use to any other person, organisation or body.
16. All programs and advertising of events at Hastings Community Hub must be approved by Hastings Community Hub Management prior to printing, publication or circulation.
17. The hirer must ensure they are in attendance for the event or nominate a person to take responsibility of keeping to the Hire Conditions.
18. The Hirer must be courteous and respectful of other facility users.
19. Heating/cooling is provided in all rooms for your comfort, you are able to operate these manually from each room, foyer and kitchen area. Please ensure they are turned off when leaving (additional charges may be incurred).
20. Advertising of the venue may refer to Hastings Community Hub but the Hub telephone number is not to be listed as a contact regarding your hire. The hirer's telephone number for any queries about the event must be clearly communicated
21. The Hirer acknowledges that they have read and understood the Hire Conditions and will comply with all outlined conditions.

Applicant Name:			
Applicant Signature:		Date:	

Please return your completed application form and public liability insurance to:
hastingshub@advance.vic.edu.au

Office use only

<input type="checkbox"/> Planner updated	<input type="checkbox"/> Confirmation letter sent	Invoice #:		Date Sent:	
Catering required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Caterer:		Ordered:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Key required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Security Code:		Insurance:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Room Hire:	\$				
Equipment Hire:	\$				
Catering:	\$				
TOTAL:	\$				
Payment Received:	<input type="checkbox"/> Yes <input type="checkbox"/> No				