

# Wongawilli Community Centre



**Application for Hire – Signed hard copies of forms must be handed over prior to booking**

Date of Event: \_\_\_\_\_

Time: (preparation & cleaning time) From \_\_\_\_\_ to . \_\_\_\_\_

Time: (Function time) From \_\_\_\_\_ to . \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number Attending (approx.) \_\_\_\_\_ but will not exceed **80**

Name of Hirer: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone No ( ) \_\_\_\_\_ (W) ( )  
\_\_\_\_\_ (H) Mobile ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**Please note that you or your organisation may be liable for any loss, damage or claims resulting from your use of this facility. You should consider obtaining suitable insurance.**

I have read and understand the conditions applying to the use of the Community Rooms in the Centre. I agree to abide by and be bound by those conditions.

**Hiring Fees: (you will be sent a digital invoice for credit card payment through our online system, this invoice must be paid to secure your booking – all bookings are to be paid in full no later the 2 weeks un advance)**

\$ 200 for regular or \$400 for high risk bond (management will decide what bond applies)

(see conditions for terms of high risk bonds – all bonds are fully refundable if there is no damage, high risk events require additional paperwork – see high risk function tab)

**All waste is to be taken away or a fee of \$35 can be paid for use of the hall skip bin.**

\$ 35 Waste bin service – Yes / no (please circle)

**NO WASTE IS TO BE LEFT AT THE HALL IN ANY BIN OR FURTHER FEES WILL BE CHARGED FROM YOUR BOND.**

\$ 40 x \_\_\_\_\_ hrs (Hourly hire charge).

\$20 x \_\_\_\_\_ hrs clean up and prep time (maximum of 2 hours cleaning and prep time – please note cleaning and prep time cannot exceed function time. Exceptions to the time allowed for cleaning and prep can be made for wedding functions etc. at the discretion of management)

**Additional charges:**

\$ 40 Security lock up fee (not negotiable this is added to all bookings) – *A security Guard will check to ensure the function is completed and the hall secured by your booked function end time.*

Date \_\_\_\_\_ Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Please return form to: PO Box 216 Dapto NSW 2530  
Email: [wongawillihall@thelittleschool.org.au](mailto:wongawillihall@thelittleschool.org.au) (see note re: hard copies of forms)

# Wongawilli Community Centre

**BOND RETRIEVAL – Account must be the same as in the booking name**



**Bank Account Name:** \_\_\_\_\_ **BSB:** \_\_\_\_\_ **ACC:** \_\_\_\_\_

Deductions \$..... Date .....

Direct Deposit # ..... Date: .....

Keys are to be returned and hall checked prior to received a bond refund

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I have read through the induction booklet and I understood each of the issued raised and procedures contained.

Name of Hirer: .....

Signature: .....Date: .....

### Issuing Keys to Hirers

Name of Hirer: \_\_\_\_\_

Details of Keys issued: \_\_\_\_\_ Tag No: \_\_\_\_\_

I have received the keys as listed above and agree to return them by no later than 4pm on the first working day after hire date, or as arranged by the Management Committee.

Signature of Hirer: \_\_\_\_\_ Date: \_\_\_\_\_

### Keys Returned

Signature of Management Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Checklist:  Keys issued  Induction  Full payment received

### OFFICE USE ONLY - FEE CATEGORY

**Functions**       **Non Profit Organisations**       **All Other Organisations**

### Invoice

Function charges \$.....

Set up charges \$.....

Waste bin \$35

Security \$40

Bond \$200 or 400

Total \$.....