

Wongawilli Community Hall

Application Form for Regular Users



Managed By: The Little Pre-school
 Information & Bookings:
 Phone: 0473 839 319
 Email: admin@thelittleschool.org.au
 P.O. Box 216, DAPTO NSW 2530

This application is to be read in conjunction with the
 Conditions of Use, Fee Negotiation Sheets & (if applicable) License Agreement

Organisation:	
Name:	
Address:	
Phone:	Mobile:
Fax:	Email:

Category
<input type="checkbox"/> Non Profit
<input type="checkbox"/> Other
Current Liability Insurance Attached Yes No

Type of Activity:	
Number Attending:	

Commencement Date of Activity	Last Date	Room	Arrive	Depart	Total Hours	Recurring Booking Details/Additional Information
Example 01/02/15	22/12/15	Hall	8.00am	10.00am	2	Every Monday except Public Holidays (LIST DATES)

Equipment Requirements and Instructions:		
I have read the Conditions of Use and (if applicable) License Agreement and I/the organisation agree to abide and be bound by these conditions/agreement.		
Signature:	Name:	Date:

Office Use Only
<input type="checkbox"/> Invoice Raised
<input type="checkbox"/> Requirements entered in day book
<input type="checkbox"/> Hours of Use Recorded

Key Details

Name	Key Door No.	Key No.	Name	Key Door No.	Key No.

STORE ROOM CONDITIONS OF ALLOCATION AND USE:

The storage area allocated to your group,, is only to be used to store items required for the effective operation of your group whilst undertaking activities at the Centre.

Your group is provided a storage area on the following conditions:

- The Management Committee will not be held liable for any damage, theft or misuse of items stored. It is strongly advised that your organisation obtain suitable insurance for all items kept in the storage area.
- Storage of items will be limited to the storage area provided
- Items will be stored safely (no unsafe stacking of items).
- Food to be stored in sealed containers
- Perishables, medications, weapons, dangerous, explosive, poisonous or hazardous items must not be kept in storage area
- The storage area will be regularly cleaned and left in a tidy state at all times
- When storage area is no longer required, stored items will be removed immediately or the contents will become the property of the Centre
- Council staff will have access to storage areas as required.
- The information relating to products stored in your storage area must be provided in the table below.
- Material Safety Data Sheets (MSDS) MUST be provided for any items listed in table – If you do not have the MSDS for the product it MUST be removed from your storage area.
- You must advise the Centre’s Administration immediately if any new products are stored in your storage area, and provide a copy of the relevant MSDS.

Product List

Who makes the product	What is the name of the product	How many kilos or grams does the full container hold	How many containers of this product do you have in your storage area
Eg – Cussons	Morning Fresh Detergent	200 ml	1

The above information is acknowledged and will be adhered to.

I give my permission, on behalf of the organisation, for contact and activity details of these bookings to be provided to the media or general public, for information or promotional purposes.

Signed..... Date.....