

# Mount Martha House Community Centre Booking Form



Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<b>Primary Contact:</b>	<b>Title:</b>
<b>Club / Organisation Name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	<b>Email:</b>
<b>Secondary Contact:</b>	<b>Position:</b>
<b>Phone Number:</b>	<b>Email:</b>
<i>Please advise of any future changes to contact details to ensure you receive all correspondence</i>	
<b>ABN Number:</b>	
<b>BOOKING 1 Name of Activity/Class/Program and brief description:</b>	
<b>Date Required:</b> /        / 2021	<b>Finish Date:</b> /        / 2021
<b>Start Time:</b>	<b>Finish Time:</b>
Do you require bookings during school holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No (please note centre is closed on public holidays)	
<b>Frequency:</b> Weekly / Bi-monthly (please note occurrence)	
<b>Maximum Participants:</b>	<b>Minimum Participants:</b>
<b>BOOKING 2 Name of Activity/Class/Program and brief description:</b>	
<b>Date Required:</b> /        / 2021	<b>Finish Date:</b> /        / 2021
<b>Start Time:</b>	<b>Finish Time:</b>
Do you require bookings during school holidays? Yes / No (please note centre is closed on public holidays)	
<b>Frequency:</b> Weekly / Bi-monthly	
<b>Maximum Participants:</b>	<b>Minimum Participants:</b>

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<b>BOOKING 3 Name of Activity/Class/Program and brief description:</b>	
<b>Date Required:</b> /        / 2021	<b>Finish Date:</b> /        / 2021
<b>Start Time:</b>	<b>Finish Time:</b>
<b>Do you require bookings during school holidays? Yes / No (please note centre is closed on public holidays)</b>	
<b>Frequency: Weekly / Bi-monthly</b>	
<b>Maximum Participants:</b>	<b>Minimum Participants:</b>
<b>BOOKING 4 Name of Activity/Class/Program and brief description:</b>	
<b>Date Required:</b> /        / 2021	<b>Finish Date:</b> /        / 2021
<b>Start Time:</b>	<b>Finish Time:</b>
<b>Do you require bookings during school holidays? Yes / No (please note centre is closed on public holidays)</b>	
<b>Frequency: Weekly / Bi-monthly (frequency)</b>	
<b>Maximum Participants:</b>	<b>Minimum Participants:</b>
<p>Is your event open to the public? (required)  <input type="checkbox"/>Yes    <input type="checkbox"/>No</p> <p>Will you be selling food? This includes if it is built-in to an entry fee/ticket price  <input type="checkbox"/>Yes    <input type="checkbox"/>No</p> <p>Will there be alcohol at your function? (required)  <input type="checkbox"/>Yes    <input type="checkbox"/>No</p>	

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**Public Liability Insurance is required for all facilitators**

**Please attach a copy of your current Certificate of Currency. Public Liability Insurance must be valid to \$10,000,000**

**Insurance expiry date .....**

I (name) .....

hereby make application and acknowledge having read the Conditions of Hire and undertake to be bound by and comply with these Conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with the Conditions. **I have read and agree to the Conditions of Hire**

I agree      **Date** .....

## Payment

**Regular bookings** will be issued with an invoice on a term by term basis. Payment required within 30 days. Please advise of changes to your booking 2 weeks prior to commencing.

**Casual Bookings** will be issued with an invoice and payment must be made prior to commencement of booking

## Office Use Only

**Date put into RMS:**

**Notes**

**Staff**