

THE SPIERS CENTRE VENUE HIRE FORM

HIRER DETAILS				
Organisation Name				
Invoice Address				
Contact 1				
Name		Phone		
Mobile		Email		
Contact 2				
		Phone		
Mobile		Email		
Are you registered as a Not-For-Profit organisation		<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of Certificate of Incorporation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have current Public Liability Insurance		<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of Certificate of Currency	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a current driver's license or suitable photographic ID		<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of ID attached (must be cited)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a National Police Clearance of no older than 6 months (If required)		<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of Certificate attached (must be cited)	<input type="checkbox"/> Yes <input type="checkbox"/> No
BOOKING INFORMATION				
Please note: * All prices inclusive of GST and subject to change. Current room hiring fees are \$15 per hour.				
DAY	DATE	ENTRY TIME	EXIT TIME	EXPECTED NUMBER OF PEOPLE
Purpose of Hire:				

Declaration

I have read and understand the Venue Hire Terms and Conditions including the Schedule of Additional Charges as well as any additional conditions of use as issued by The Spiers Centre and agree to abide by these conditions. I undertake to be responsible for leaving the premises in its original condition and will be liable for any damage caused whilst on premises. I understand that failure to provide completed participation forms will result in the hirer being charged hire fees at the full venue hire rates as per the Schedule of Additional Charges.

I _____ hereby acknowledge that I have read and understood the contents of this form, the Centre Hire Terms and Conditions and am authorised to act on behalf of the organisation.

Name:

Signature:

Date:

Office Use Only	
<input type="checkbox"/> Booking is accepted	
<input type="checkbox"/> Booking not proceeding for the following reason(s):	
<input type="checkbox"/> Alarm code assigned	<input type="checkbox"/> Keys Taken Date:
	<input type="checkbox"/> Keys Returned Date:
<input type="checkbox"/> Room Hirer has been notified	Date Acknowledged: