

VENUE HIRE REQUEST FORM

Payment Frequency Monthly Quarterly Annually



OVERVIEW

1. Name of Facility
2. Purpose of Hire
3. Please provide a brief description on your group's planned activities for which you wish to hire the facility

APPLICANTS DETAILS

4. Name of organisation / group:
5. ABN (if applicable)
6. Have you hired previously from the City of Mitcham
7. If you have hired previously, please list the keys you still have in your possession.
8. Is your organisation Incorporated?
9. How would you describe your group or organisation (ticket appropriate box)

Yes No

Key 1 _____

Key 2 _____

Key 3 _____

Key 4 _____

Yes No

- A local (Mitcham Council area) Not For Profit or community organisation or group
- A local (Mitcham Council area) business
- A local (Mitcham Council area) resident
- A non-local (Mitcham Council area) community organisation or group
- A non-local (Mitcham Council area) business
- A non-local resident (Mitcham Council area)

10. Primary person contact details

Name _____

Phone (business hours) _____

Mobile _____

Email address _____

Residential / postal address _____

11. Secondary person contact details

Name _____

Phone (business hours) _____

Mobile _____

Email address _____

INSURANCE

12. Do you have Public Liability Insurance?

Yes (\$10,000,000) Yes (\$20,000,000)

Your organisation may be required to have its own Public Liability Insurance. Under the Conditions of Hire relating to public liability insurance requirements the amount of coverage required is a minimum sum of ten million dollars (\$10,000,000) or twenty million dollars (\$20,000,000) if you are working with children.

Please attach a copy of the Certificate of Currency of your Public Liability Insurance policy to this application.

Copy of insurance attached

Yes No

13. Please provide details of your Public Liability Insurance Policy (if relevant)

Name on Policy _____

Insurance Company _____

Policy Number _____

ALCOHOL

14. Will alcohol be served at this function?

Yes No

15. Will alcohol be sold at this function?

Yes No

16. Are tickets being sold or is there a door charge for this function?

Yes No

Please note that if alcohol is being sold or is served at any function for which an entry charge is made a Limited Liquor Licence is required. Applications for this licence must be lodged with the

*Office of the Liquor and Gambling
Commissioner at least 14 days
prior to the event. A copy of the
Licence must be presented to
Management before keys to the
facility will be issued.*

**MARKETING MATERIALS
(FOR ORGANISATIONS/GROUPS
/BUSINESSES)**

Please attach a copy of your program,
flyer, registration form, fees and
charges and/or timetable to this booking
request.

Flyer/registration form/charges/timetable attached

Yes No

17. What is your organisation's website
address? (if you have one)

18. What is your organisation's
Facebook page? (if you have one)

19. What is your organisation's Twitter
hashtag? (if you have one)

20. Please list any other social media
pages your organisation uses to
market with? (if relevant)

21. Would you like the opportunity to
market your activity when relevant?

Yes No

OTHER INFORMATION

22. Have there been any previous
agreements with the City of Mitcham
should to know in order to consider
this hire request?

Yes No

If yes, please explain below

23. Please include any items of storage
that is currently left on our premises.

24. BOOKING DETAILS 25.

July 2017							
N°	Mo	Tu	We	Th	Fr	Sa	Su
26						1	2
27	3	4	5	6	7	8	9
28	10	11	12	13	14	15	16
29	17	18	19	20	21	22	23
30	24	25	26	27	28	29	30
31	31						

August 2017							
N°	Mo	Tu	We	Th	Fr	Sa	Su
31		1	2	3	4	5	6
32	7	8	9	10	11	12	13
33	14	15	16	17	18	19	20
34	21	22	23	24	25	26	27
35	28	29	30	31			

September 2017							
N°	Mo	Tu	We	Th	Fr	Sa	Su
35					1	2	3
36	4	5	6	7	8	9	10
37	11	12	13	14	15	16	17
38	18	19	20	21	22	23	24
39	25	26	27	28	29	30	

October 2017							
N°	Mo	Tu	We	Th	Fr	Sa	Su
39							1
40	2	3	4	5	6	7	8
41	9	10	11	12	13	14	15
42	16	17	18	19	20	21	22
43	23	24	25	26	27	28	29
44	30	31					

November 2017							
N°	Mo	Tu	We	Th	Fr	Sa	Su
44			1	2	3	4	5
45	6	7	8	9	10	11	12
46	13	14	15	16	17	18	19
47	20	21	22	23	24	25	26
48	27	28	29	30			

December 2017							
N°	Mo	Tu	We	Th	Fr	Sa	Su
48					1	2	3
49	4	5	6	7	8	9	10
50	11	12	13	14	15	16	17
51	18	19	20	21	22	23	24
52	25	26	27	28	29	30	31

Legend: ■ Current day ■ National holidays & observances ■ Local holiday ■ School holidays

January 2018							
N°	Mo	Tu	We	Th	Fr	Sa	Su
01	1	2	3	4	5	6	7
02	8	9	10	11	12	13	14
03	15	16	17	18	19	20	21
04	22	23	24	25	26	27	28
05	29	30	31				

February 2018							
N°	Mo	Tu	We	Th	Fr	Sa	Su
05				1	2	3	4
06	5	6	7	8	9	10	11
07	12	13	14	15	16	17	18
08	19	20	21	22	23	24	25
09	26	27	28				

March 2018							
N°	Mo	Tu	We	Th	Fr	Sa	Su
09				1	2	3	4
10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	18
12	19	20	21	22	23	24	25
13	26	27	28	29	30	31	

April 2018

N°	Mo	Tu	We	Th	Fr	Sa	Su
13							1
14	2	3	4	5	6	7	8
15	9	10	11	12	13	14	15
16	16	17	18	19	20	21	22
17	23	24	25	26	27	28	29
18	30						

May 2018

N°	Mo	Tu	We	Th	Fr	Sa	Su
18		1	2	3	4	5	6
19	7	8	9	10	11	12	13
20	14	15	16	17	18	19	20
21	21	22	23	24	25	26	27
22	28	29	30	31			

June 2018

N°	Mo	Tu	We	Th	Fr	Sa	Su
22					1	2	3
23	4	5	6	7	8	9	10
24	11	12	13	14	15	16	17
25	18	19	20	21	22	23	24
26	25	26	27	28	29	30	

July 2018

N°	Mo	Tu	We	Th	Fr	Sa	Su
26							1
27	2	3	4	5	6	7	8
28	9	10	11	12	13	14	15
29	16	17	18	19	20	21	22
30	23	24	25	26	27	28	29
31	30	31					

August 2018

N°	Mo	Tu	We	Th	Fr	Sa	Su
31			1	2	3	4	5
32	6	7	8	9	10	11	12
33	13	14	15	16	17	18	19
34	20	21	22	23	24	25	26
35	27	28	29	30	31		

September 2018

N°	Mo	Tu	We	Th	Fr	Sa	Su
35						1	2
36	3	4	5	6	7	8	9
37	10	11	12	13	14	15	16
38	17	18	19	20	21	22	23
39	24	25	26	27	28	29	30

October 2018

N°	Mo	Tu	We	Th	Fr	Sa	Su
40	1	2	3	4	5	6	7
41	8	9	10	11	12	13	14
42	15	16	17	18	19	20	21
43	22	23	24	25	26	27	28
44	29	30	31				

November 2018

N°	Mo	Tu	We	Th	Fr	Sa	Su
44				1	2	3	4
45	5	6	7	8	9	10	11
46	12	13	14	15	16	17	18
47	19	20	21	22	23	24	25
48	26	27	28	29	30		

December 2018

N°	Mo	Tu	We	Th	Fr	Sa	Su
48						1	2
49	3	4	5	6	7	8	9
50	10	11	12	13	14	15	16
51	17	18	19	20	21	22	23
52	24	25	26	27	28	29	30
01	31						

Legend: ■ Current day ■ National holidays & observances ■ Local holiday ■ School holidays

2017 Holidays SA

	June 12	Queen's Birthday
	September 3	Father's Day
	October 2	Labour Day South Australia, Labour Day
Adelaide Cup Day	October 31	Halloween
	December 24	Christmas Eve
	December 25	Christmas Day
	December 26	Boxing Day
	December 31	New Year's Eve

2018 Holidays SA

January 1	New Year's Day	June 11	Queen's Birthday
January 26	Australia Day	September 2	Father's Day
February 14	Valentine's Day	October 1	Labour Day South Australia, Labour Day
March 12	March Public Holiday or Adelaide Cup Day	October 31	Halloween
March 30	Good Friday	December 24	Christmas Eve
April 1	Easter Sunday	December 25	Christmas Day
April 2	Easter Monday	December 26	Boxing Day
April 25	Anzac Day	December 31	New Year's Eve
May 13	Mother's Day		

24. BOOKING DETAILS (continued)

Please provide information about your classes / booking using the table below including the start and finish times. Hire time must include set up and pack up times.

Day/Date	Preferred Room / Facility	Hire Time		Event Time		Estimated minimum attendance of persons during booking time			Estimated maximum attendance of persons during booking time			Cost to participants \$	*Would like to offer free come and try sessions for this booking time?
		<i>Start</i>	<i>End</i>	<i>Start</i>	<i>End</i>	<i>Child</i>	<i>Youth</i>	<i>Adults</i>	<i>Child</i>	<i>Youth</i>	<i>Adults</i>		
												\$	YES/NO
												\$	YES/NO
												\$	YES/NO
												\$	YES/NO
												\$	YES/NO
												\$	YES/NO
												\$	YES/NO
												\$	YES/NO
												\$	YES/NO
												\$	YES/NO

Would you like your event, group and/or classes promoted on the City of Mitcham website and calendar of activities? Yes No

*Your activity facilitates councils core objectives to support healthy, resilient and connection communities. In an effort to support bookings of our activity, council is happy to help promote your classes through our community centre promotions. You may like to (or already) offer free come and try sessions as part of your existing programme.

AGREEMENT

25. The organisation/group/individual agrees with the City of Mitcham to use the facilities and the keys supplied on the following terms (please tick as acceptance):

- To abide by the conditions applying to the use of the facilities;
- To use the facility only for agreed time and purpose specified on the application;
- To ensure the maintenance of good order during the use of the facility and to leave it in a clean and tidy state;
- To lock all windows and doors and disarm and arm the security system as required on entry and exit;
- To report and damage or break-in to council immediately it is noticed;
- Council retains the right to refuse or cancel a booking without the necessity to give reason

26. I, the Hirer, agree to abide by the Terms and Conditions of Hire for the facility. I agree to be fully responsible for the payment of fees and any additional charges arising, in accordance with the terms and conditions that have been supplied to me.

This is a request for your bookings only for the 2017 and 2018 calendar years. Please note that bookings are not confirmed until confirmed by our booking officer. You may be asked to slightly amend your booking times to accommodate other hirers. Previous bookings does not automatically guarantee renewal.

Signed by the applicant

Name: _____

Position: _____

Signature: _____

Date: _____

For office use only

RMS Application Reference Number	Debtor No:
Application <input type="checkbox"/> Approved <input type="checkbox"/> Declined	Signed:
Details	Date: / /
Bond \$.....	Authorised by:
Proof of residency provided <input type="checkbox"/> Yes <input type="checkbox"/> No	