



Seabrook Community Centre Casual Bookings

Please complete the form below to confirm your intention to book your event at Seabrook Community Centre.

Please lodge at the front office, fax to **(03) 9932 3010** or email to **seabrook@hobsonsabay.vic.gov.au**
Once received, we will issue you with an invoice, which will need to be paid a minimum of two weeks prior to your event (where time permits).

Booking Details and Access			
Event Day and Date			
Booked time from		Booked time to	
Your event starts at		Your event finishes at	
<p>Please note: Booked times must include adequate time to setup, pack up and clean up the hired space. Minimum booking time for casual functions is 4 hours. Access is only available for booked times.</p>			
Purpose of Hire: (briefly describe activity)			
Have you hired before?		If so, when?	
Your details or your organisation/group:			
Name			
Group Type if organisation	<input type="checkbox"/> Community Group	<input type="checkbox"/> Non Profit	<input type="checkbox"/> Business /commercial
Organisation		Position in Organisation	
Address			Postcode: <input type="text"/>
After Hours Phone		Work Phone	
Mobile		Fax	
Email Address			
Facilitator's Name: (if different to organiser)			Phone <input type="text"/>
Number of attendees (Approx)		Fees if charged to participants	
Room/s Required:	<input type="checkbox"/> Combined Community Rooms 1 and 2 <input type="checkbox"/> Community room 1 <input type="checkbox"/> Community room 2 <input type="checkbox"/> Cottage <input type="checkbox"/> Consulting room	<p>Office Use Only</p> <input type="checkbox"/> Confirmed Availability <input type="checkbox"/> Approved <input type="checkbox"/> Booked on Priava <input type="checkbox"/> \$33 Insurance Charges: _____ hrs x \$ _____/hr = \$ _____ <input type="checkbox"/> Invoiced <input type="checkbox"/> Paid Card # _____ Key/s # _____	

Technical Requirements

You require access to and use of

- Tables Chairs Kitchen
 BBQ Data Projector/Screen
 Other

Technical/Other Services

If you have other equipment/suppliers being provided at the event, please advise.

Insurance Details

A current Public Liability Insurance policy is a requirement with bookings for all hirers.

Do you have Public Liability Insurance?

Yes -you must provide a copy of your certificate of currency with this Booking Form.

No - If you are a community or non-profit profit organisation, or your event is a private function (eg. Birthday celebration), the Council may arrange for the appropriate cover through its insurance company.

It may also be necessary to disclose this information where a claim is made.

If you wish to use the Council's insurance please tick the fee box below. The fee will be added to your venue hire invoice.

FEE: (please tick) \$33.00 (GSTinc) (Access may be refused if you do not tick this box or evidence of your own insurance is not provided)

Privacy Collection Statement

Hobsons Bay City Council is committed to protecting your privacy. The personal information collected on this form will only be used by Council for the purpose of processing your application to hire a Council facility.

Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law.

You have a right to access your personal information and make corrections. If you have any queries or wish to gain access to amend your information please contact the Seabrook Community Centre on telephone (03) 9932 3010

Statement of Acknowledgement

I/we acknowledge having received and read the Statement of Hire Guidelines and Conditions of Use of the Seabrook Community Centre, and undertake to comply in all respects to such conditions.

I/we understand that rooms will be booked and charged according to Fee Guide (subject to availability) and any changes or cancellations must be made in writing to the centre. Access is available only within booked times.

I/we understand that the Seabrook Community Centre will not be liable for damage to and/ or loss of equipment or property belonging to users whilst in use or in storage at the Hub.

I/We understand a security call out fee (min \$220) applies if centre is left unlocked, not alarmed or alarm is activated through failure to follow centre guidelines.

I consent to register my details on the centre data base for evaluation purposes and notification of upcoming programs.

Name:

Date:

Signature

Payment

Once this form is received an invoice for your hire charges and insurance will be sent to you via the post.

Payment of this invoice must be made to prior to the date of your booking and must be within two weeks of the function date where time permits. Please note cancellation information in the conditions of hire and conditions of use documents.

Office Use Only

Bond Release details

- Key Returned
 Bond Released

Date: _____

If Not, reason for additional charges:

Amount charged for related issues:

\$ _____

Invoice sent: _____

Invoice Paid: _____