



NOTTING HILL NEIGHBOURHOOD HOUSE

REG No. A0049916G

VENUE HIRE APPLICATION FORM

APPLICANT DETAILS

NAME:

ORGANISATION:

ADDRESS:

PHONE WK:

PH MOB:

EMAIL:

DETAILS ABOUT YOUR GROUP

IS YOUR GROUP A SOCIAL INTERPRISE?

YES

NO

IS YOUR GROUP REGISTERED AS A NOT FOR PROFIT?

YES

NO

IS THIS A PRIVATE EVENT?

YES

NO

PLEASE TELL US A LITTLE ABOUT YOUR GROUP'S VISION AND MISSION/ YOUR PRIVATE EVENT

*If hiring for multiple days, please list the dates below**

HIRE DETAILS

DATES REQUIRED (LIST DATES): **for multiple VH dates please use the space above* OR FROM/...../..... TO/...../.....

START TIME :

FINISH TIME:

NUMBER OF HRS PER SESSION :

Additional dates and times may be added upon continuance form attached.

VENUE HIRE DETAILS

PER HR PAYMENT

\$30.00 PER HR- HALL OR CLASSROOM

NO. OF HRS:

TOTAL:

\$20.00 PER HR- ½ CLASSROOM (SINGLE TUTOR/STUDENT ONLY)

NO. OF HRS:

TOTAL:

\$240.00 PER DAY- HALL OR CLASSROOM (8 HR CAP OVER 1 DAY)

NO. OF HRS:

TOTAL:

INSURANCE REQ -PUBLIC LIABILITY MIN \$20,000,000 NO (have own, see attached) YES (REQUIRED) \$18.00

BOND-(MANDATORY)

\$150.00

CLEANING BOND (MANDATORY FOR PRIVATE EVENTS)

\$100.00

TOTAL \$.....

**** All booking changes must have prior NHH manager approval/ cancellations must be given 72 hrs prior to use date ****

AGREEMENT:

The Notting Hill Neighbourhood House uses photographs of its participants and activities in its publications, promotional and marketing materials. I give permission for my photographs and/or name to be used by NHH.

I,agree to the above fees, payment conditions and to abide by the Terms and Conditions of hiring part of the premises and/or facilities of Notting Hill Neighbourhood House. (6 page doc. supplied w. form).

Signature: Witness..... Date.....

BANK DETAILS FOR BOND RETURN:

ACCOUNT HOLDER NAME:

BSB: ACCOUNT NUMBER

PAYMENT CASH DIRECT DEPOSIT CHEQUE

AMOUNT PAID IN CASH: WITNESS..... DATE:.....

DIRECT DEPOSITS MAY BE MADE TO

Notting Hill Neighbourhood House
Bendigo Bank NHH Everyday Account
BSB: 633000 ACCOUNT #: 166691543

DESCRIPTION: SURNAME/COMPANY NAME AND HALL HIRE DATES