

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				
PLEASE TELL US A LITTLE ABOUT YOUR GROUP'S VISIO If hiring for multiple days, please list the dates below*	ON AND MISSI	ON/ YOUR PRIVATE EVENT			

	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- 1/2 CLASSROOM (SINGLE TUTOR/STUDENT ONLY)	NO. OF HRS:	TOTAL:
\$240.00 PER DAY- HALL OR CLASSROOM (8 HR CAP OVER 1 DAY) INSURUANCE REQ -PUBLIC LIABILITY MIN \$20,000,000	NO. OF HRS: , see attached) □YES (
BOND-(MANDATORY) \$150.00 CLEANING BOND (MANDATORY FOR PRIVATE EVENTS)		\$100.00
		TOTAL \$

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 NHNH.						
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: Date Date						
BANK DETAILS FOR BOND RETURN:						
ACCOUNT HOLDER NAME:						
3SB: ACCOUNT NUMBER						
PAYMENT CASH DIRECT DEPOSIT CHEQUE						
AMOUNT PAID IN CASH: DATE: WITNESS WITNESS						
DIRECT DEPOSITS MAY BE MADE TO						
Notting Hill Neighbourhood House						
Bendigo Bank NHNH Everyday Account						
BSB: 633000 ACCOUNT #: 166691543						
DESCRIPTION: SURNAME/COMPANY NAME AND HALL HIRE DATES						

PLEASE DO NOT SEND ANY MONEY THROUGH UNTIL YOU HAVE RECIEVED BOTH A BOOKING CONFIRMATION AND AN INVOICE