



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

\$25.00 PER HR- HALL OR CLASSROOM

NO. OF HRS:

TOTAL:

\$15.00 PER HR- ½ CLASSROOM (SINGLE TUTOR/STUDENT ONLY)

NO. OF HRS:

TOTAL:

\$200.00 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 **

VENUE HIRE DETAILS

KEYS provided as for the sole purpose of the above event(s). It is the responsibility of the signatory to ensure the safe handling and return of the key at an appropriate time after conclusion of the event(s) ****Note: LOST KEYS will incur a fee of \$150****

KEY # 2.62.2 BAC

DATE PICKED UP..... SIGNATURE..... WITNESS

DATE RETURNED SIGNATURE..... WITNESS

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