



VENUE HIRE REQUEST

Details	
Name Organisation/Group	
Contact Name	
Phone numbers	Mobile
Email Address	
Postal Address	Post Code
Type of Organisation/Group (Please tick)	<input type="checkbox"/> Community Group <input type="checkbox"/> Private individual <input type="checkbox"/> Corporate/Government <input type="checkbox"/> Member

Room Hire Details	
Type of Booking	<input type="checkbox"/> Casual Booking <input type="checkbox"/> Regular Booking
Date (s) / Days (s) Required, Time (s) Starting and Finishing	
Name of Room	Kitchen <input type="checkbox"/> Yes <input type="checkbox"/> No Bar <input type="checkbox"/> Yes <input type="checkbox"/> No
Purpose of Hire	
Furniture/Resources	
Number of Attendees	Attendees' Age Range (if under 18)
Name of Responsible Adult Attending (if under 18 attendees)	Mobile Number:
Public Liability Insurer	Certificate of Currency Attached <input type="checkbox"/> Yes <input type="checkbox"/> No

Agreement	
As the hirer, I hereby agree that the above information is correct and that I have read and understood and agree to abide by the Conditions of Venue Hire. I also agree to indemnify Fremantle Park Sport and Community Centre Inc., its staff and volunteers and management committee members from and against any claim arising from accident, loss, damage or injury to persons or property by reason of anything done or omitted to be done by the Hirer, its employees and any persons under control or responsibility in connection with the usage of Fremantle Park Sport and Community Centre's facilities.	
Signature	Date

Office Use Only			
Application accepted by		Date	
Application approved by		Bond taken	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total hire fee	\$	Alarm Code required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Keys Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Key Deposit Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Keys Collected		Signed	
Date Keys Returned		Signed	
Receipt No.		Date	

— INCORPORATING —