

UNANDERRA COMMUNITY CENTRE

(Unanderra Figtree Residents' Association Inc.)

Phone (02) 4271 2213 Fax (02) 42711571 ABN: 70 648 320 608
Cnr Princes Highway & Factory Road (PO Box 294) Unanderra NSW 2526

APPLICATION FOR CASUAL HALL HIRE - MAIN HALL OR SMALL HALL NOTE: ALCOHOLIC DRINKS ARE NOT PERMITTED TO BE SOLD ON THE PREMISES

Type of activity: (eg: birthday party) _____

Requested day & date of use: _____ day _____ 2019

Time: from _____ AM/PM to _____ AM/PM

Approximate number of people attending the function: _____

Contact person for hirer(s): _____

Address of this person: _____ Postcode: _____

Telephone: Home: _____ Mobile: _____

Note: your organisation may be liable for any loss, damage or legal claims resulting from the use of this hall. Public Risk Insurance should be obtained.

AGREEMENT: I have received, read and understood the "Conditions of Use" applying to the hiring of the Unanderra Community Hall on behalf of: _____

and I agree to abide by and be bound by these conditions.

Signature: _____ Date: _____ 2019

Number of door keys: __ (Key Set No.: _____) Garbage bin key issued: Yes/No

I acknowledge receipt of the above key(s) and agree to return them to the **key return box** after

cleaning up the hall at the end of the function. **Keys must be returned within 2 working days or a penalty of \$10 per day will be incurred and deducted from bond.**

Signature: _____ Date _____ 2019

Office use only:

(i) Hiring fee \$45 per hr Receipt No: _____ Date: _____

(ii) Bond & key deposit (incl. High Risk) \$ __300__ Receipt No.: _____ Date: _____

(iii) Hire Data Projector/PA system (\$25) \$ _____ Receipt No.: _____ Date: _____

Total amount: \$ _____

Security Code issued: Main Hall _____ Small Hall _____ Both Halls _____

POST- HIRE INSPECTION REPORT:

Conditions of premises: Clean OR some debris OR untidy/messy

Amount retained for cleaning and/or damages: \$ _____

Amount of bond refunded to hirer(s) _____ Cheque No: _____ Date: _____