



Cockburn Youth Centre Application for Hire

Staff Member Taking Booking: _____

Please fill in all the requirements

This Application is for the Hire of: (Please tick required Room\s)

- | | |
|-----------------------------------------|-----------------------------------------------------------------------|
| Youth Pod (Computer Room) | <input type="checkbox"/> Capacity 50 persons |
| The Hive (Meeting/Activity Room) | <input type="checkbox"/> Capacity 50 persons |
| The Corner (Kitchen) | <input type="checkbox"/> Capacity 8 persons |
| Sounds (Music/Jam Room) | <input type="checkbox"/> Capacity 13 persons |
| Mooditj Mia (Main Hall) | <input type="checkbox"/> Capacity 270 persons (seated) 400 (standing) |
| The Dream Scene (Main Foyer) | <input type="checkbox"/> Capacity 50 persons |
| Blender (Activity Room) | <input type="checkbox"/> Capacity 50 persons |

Details of Hirer

Name of Hirer: _____ Name Representative: _____

Name of Organisation (if applicable) _____

Position Held: _____ ABN: _____

Street Address: _____

Postal Address: _____

Home: _____ Work: _____ Mobile: _____

Fax: _____ E-mail: _____

Own Insurance YES / NO (please circle) Insurance Policy Number: _____

License/Passport Number: _____

Function Type/Intended Use

Please write a short description: _____

Times and Dates for Intended use (including preparation and pack up times at the Centre)

Date: ___/___/___ to ___/___/___ Arrival Time: _____ Program/Event Start Time: _____

Finish Time: _____ Time for leaving after pack up time: _____

Expected number of people attending?: _____

Additional Requirements- Please tick if you require any of the below items

Item	Require this item please tick	Quantity
Trestle Table		
Round Tables		
Chairs		
Urn		
Whiteboard		

Any additional requirements that weren't mentioned above: _____

If you need assistance setting up and packing away please tick the box
(Please be aware that there is a cost for requiring assistance)

Please make sure you sweep and spot mop if needed after you have finished.

You will need to supply your own tea, coffee, milk supplies, cups & spoons

Could you please give us a total of all that attended your function when you have finished your booking? Thank You.

I / We hereby acknowledge having read the Conditions of Hire and the Fee Schedule and agree to ensure compliance with the fees and conditions therein.

Quote: _____

Applicant's Signature: _____ **Date:** ___ / ___ / ___

Office Use Only

Received ___/___/___

Eligible for Community Discount YES / NO

Booking Approved YES / NO

Staff Arranged YES/ NO

Mail / Email / In Person / Phone / Internal

Room/s Available YES / NO

Invoice Sent YES /NO

Price Quote _____

Quote Sent YES /NO