

# City of Cockburn Youth Centre

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PO Box 1215, Bibra Lake 6965



## Youth Centre Booking Application Form

**Please fill in all the requirements.**

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

**Youth Pod** (Computer Room)

Capacity 50 persons

**The Hive** (Meeting/Activity Room)

Capacity 50 persons

**The Corner** (Kitchen)

Capacity 8 persons

**Sounds** (Music/Jam Room)

Capacity 13 persons

**Mooditj Mia** (Main Hall)

Capacity 270 persons (seated) 400 persons (standing)

**The Dream Scene** (Main Foyer)

Capacity 120 persons

**Blender** (Activity Room)

Capacity 50 persons

### Details of Hirer

Name of Hirer/Representative: \_\_\_\_\_

Name of Group/Organisation \_\_\_\_\_

Position Held: \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

License/Passport Number: \_\_\_\_\_ ABN: \_\_\_\_\_

### 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/Set Up Start Time: \_\_\_\_\_ Program/Event Start Time: \_\_\_\_\_

Program/Event Finish Time: \_\_\_\_\_ Leaving Time After Pack-Up: \_\_\_\_\_

Expected number of people attending? \_\_\_\_\_

## Additional Requirements

Please tick yes if you require any of the below items and put a quantity. Most of these items can be provided at no cost, however we cannot guarantee numbers.  
Please also note that if you wish to hire the projector, sound system, lighting and lighting desk, or microphones there are specific conditions which apply.

| Items   | Yes | Quantity |
|---|-----|----------|
| Chairs  |     |          |
| Rectangle Trestle Table                               |     |          |
| Round Trestle Table                                   |     |          |
| White Board   |     |          |
| Urn   |     |          |
| Cups  |     |          |
| Spoons  |     |          |
| Projector <i>*(conditions apply)</i>                  |     |          |
| Microphones <i>*(conditions apply)</i>                |     |          |
| Sound System <i>*(conditions apply)</i>               |     |          |
| Lighting and Lighting Desk <i>*(conditions apply)</i> |     |          |

Any additional requirements that weren't mentioned above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## IMPORTANT INFORMATION FOR HIRERES (please read carefully)

- If you need assistance setting up and packing away please tick the box   
***(Please be aware that there may be an extra cost involved for requiring assistance)***
- We do not do catering. You will need to supply your own tea & coffee, milk, and serviettes. For groups over 30 you will also need to supply your own cups and cutlery.
- If you want to use our sound system or recording studio there may be a minimum charge of 1 hour set up fee and half an hour pack up fee at \$30.00 p/h for our sound technician to set-up, pack-up and also show you how to use it. Please speak to us about this when you book as charges may not apply to many groups. We will also ask for credentials if you wish to use the recording equipment.

**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.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Office Use Only

Staff Member Taking Booking: \_\_\_\_\_

Quote: \_\_\_\_\_

Received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ By: Mail / Email / In Person / Phone / Internal

Community Discount: YES / NO Staff Arranged: YES/ NO or N/A

Quote Sent: YES/NO Processed In Book: YES/NO