

City of Cockburn Youth Centre

Ph: 9411 3888

youth@cockburn.wa.gov.au

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