

VENUE HIRE BOOKING FORM

Please read and complete **all** details.
Please note returning this booking enquiry form **does not guarantee your booking**
until it has been confirmed by the Centre.



NAME AND ADDRESS DETAILS							
Organisation					ABN		
Type	Community/Individual/Not for Profit		Small Business		Business		
Contact Name							
Address							
Phone		Mobile		Other			
Email							
How did you find out about us?							
Date Booked					Confirmed	Yes	No
Confirmed By					Date		
Activities							
Additional Information							
Special Requirements							
BOOKING DETAIL							
Activity	Room	Day	Date/s	Time	Total No Sessions	Cost per Session	Total Cost
Less Discount							
Cleaning Fee/bond (if applicable)							
Up to \$250 will be charged if venue is not returned in a clean & tidy condition							
TOTAL FEES							
Please advise of numbers expected:							

Please note that final decisions regarding the workshops program rests with the Centre. The Centre recommends that those hiring rooms for the purpose of conducting business activities take out relevant insurance cover.

Risk of Injury / Theft

Tutors/hirers should consider risk of injury when allowing students/participants to move furniture or undertake any task or activity where injury might occur. We also recommend that hirers consider taking out public liability insurance to cover any possible liability on their part.

Hirer's Insurance Details (Current Policy to be cited)

Insurer	Type of cover
Policy No	Expiry date
I/we do/do not have our own public liability insurance and understand that we are fully responsible for all participants during all activities undertaken at the Centre.	
Name	Date
Signed	

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TERMS AND CONDITIONS

Essential Notes:

- Please discuss your requirements with us at the time of booking, so we can advise you where items are stored, e.g. tables, chairs as well as arrangements for collecting keys.
- Please remember that you must leave the venue as you found it, in a clean and tidy condition.
- You are responsible for returning keys and securely locking the venue and are not permitted to give key code information to anyone else.
- All exit ways must be kept clear of obstructions at all times.
- The main exit door at the front of the building is not to be deadlocked (in case of emergency) at all times the building is occupied.
- Note that tables and chairs marked for meetings are not to be used for art workshops.

Free parking in front of bowling club.

- Please ask your participants to park at the car park in front of the Bowling Club.

Food and Drink

- Please note that Room Hire does not cover the costs of any food/drinks. You are welcome to make tea and coffee but please leave money in the jars as requested.
- A pay as you go coffee machine and a limited range of snacks are available for sale in the Café area.
- Please note that the Centre is not for profit and all funds collected ultimately benefit the community.

Cigarettes

- No smoking inside the Buildings. Smokers must clean ashtrays after use. Please extinguish and place all cigarette butts in the wheelie bins, it is not acceptable to leave butts on the ground or throw into the gardens.

Opening Victoria Park Centre for the Arts

- Open the gates
- Unlock studio and/or house
- Check area and set up

Closing the VPCA:

- Ensure there are no dirty dishes or food scraps in kitchen.
- Empty bins after your activity. Kitchen waste and other rubbish can be removed in a plastic bag into the wheelie bin outside, leaving a replacement bag in place.
- Please sweep/clean the floors.
- Check the toilets & turn lights off.
- Check and lock all windows.
- Check air conditioner/heater is off.
- Check that doors are not blocked by tables or chairs.
- Check that lights are off.
- After locking, put keys away in correct key box. (Studio keys on right, House keys on left.)
 - Close wooden gates.

House

- Lock back door of the Old Building, making sure it is bolted and press the button in.
- Lock middle door and bolt with chain.
- Lock front door of the Old Building and also security door.

Studio

- Lock all doors of Studio, making sure they are bolted, including side doors and close the Side Gate.
- Lock Studio inside rooms, checking all doors inside (storeroom) are locked and lights and fans are off.
- Painters- please clean floors, including the decking area of any paint, please clean up paint from furniture (chairs and tables).

Agreement to Terms and Conditions		
I	have read and understood the terms and conditions and agree to abide by them.	
Name	Signed	Date
VPCA Officer	Signed	Date

**Thank you for your assistance in keeping the Centre clean and tidy for all to use.
Centre staff and volunteers work very hard and your cooperation is appreciated**

Office use only		
Deposit/bond Inv #	Hire fees Inv #	Booking number:
Deposit/bond Rcpt #	Hire fees Rcpt #	Bond returned:
Notes:		