

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 requires 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. Hirers conducting business activities are required to take 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: | | |