

Community facility booking form

To be used alongside terms of hire

Facility:

Section 1 – Your details

Full name:

.....

Organisation (if applicable):

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.....

Postal address:

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Mobile phone:

.....

Email:

.....

Are you booking as:

- ☐ Individual
- ☐ Community group
- ☐ Incorporated society
- ☐ Trust
- ☐ Business

Section 2 – Event details

Event name:

.....

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Type of activity:

- ☐ Meeting
- ☐ Workshop
- ☐ Community event
- ☐ Private function
- ☐ Cultural event
- ☐ Sports/recreation

Other:

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Brief description of event:

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Date(s) of hire:

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Start time (including set-up):

.....

Finish time (including pack-down):

.....

Number of people expected:

.....

Maximum capacity:

.....

Alcohol

Will alcohol be present?

- ☐ No
- ☐ Yes – Licensed event
- ☐ Yes – BYO (written approval required)

If licensed, provide details:

Licence Type:

.....

Licence Number:

.....

Section 3 – Risk and safety information

Will your event include any of the following?

- ☐ Food preparation
- ☐ Amplified music
- ☐ External vendors
- ☐ Equipment brought onsite
- ☐ Children under 14
- ☐ Physical activity
- ☐ None of the above

If yes, please provide details:

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.....

Emergency contact during event

(if different from yours):

Name:

.....

Phone:

.....

Section 4 – Hirer declaration

I confirm that:

- ☐ I have read and agree to the terms of hire
- ☐ I understand I am responsible for attendees
- ☐ I will comply with occupancy limits
- ☐ I will leave the facility clean and secure
- ☐ I accept liability for any damage caused
- ☐ I understand alcohol requirements
- ☐ I understand emergency and evacuation procedures

Signature:

.....

Date:

.....

Section 5 – Office use only

Booking approved by:

.....

Hire fee: \$

.....

Bond required: \$

.....

Bond received:

☐ Yes ☐ No

Insurance certificate received (if required):

☐ Yes ☐ No

Alcohol meeting completed (if required):

☐ Yes ☐ No