

# Application for Casual/Party Venue Hire 2011

Yarraville Community Centre 2011



The **Yarraville Community Centre Conditions of Venue Hire** must be read and agreed to on completion of this form.

I understand and accept the Conditions of Venue Hire.

All sections of this form **MUST** be completed.

Name of Org/ Group/ Individual: \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ P/C \_\_\_\_\_

Postal Address (if different from above) \_\_\_\_\_

Suburb \_\_\_\_\_ P/C \_\_\_\_\_

If group Incorporated  Not for Profit Yes  No

59 Francis Street  
Yarraville  
Victoria 3013  
--  
PO Box 215  
Yarraville 3013  
Phone 9687 1560  
Fax 9687 1166  
yarracc@ycc.net.au  
[www.ycc.net.au](http://www.ycc.net.au)

We will use your email address as the first point of contact for any correspondence.

Principal Contact: \_\_\_\_\_ Title \_\_\_\_\_

Telephone: B/H \_\_\_\_\_ A/H \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_ Fax \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Title \_\_\_\_\_

Telephone: B/H \_\_\_\_\_ A/H \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_ Fax \_\_\_\_\_

Invoicing Address (if different from contact person) (Organisations only): \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ P/C \_\_\_\_\_

Postal Address (if different from above) \_\_\_\_\_

Suburb \_\_\_\_\_ P/C \_\_\_\_\_

Description of Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expected number of participants per session: \_\_\_\_\_

1. Room(s) & Venue Required \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Time(s) Requested\* \_\_\_\_\_

2. Room(s) & Venue Required \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Time(s) Requested\* \_\_\_\_\_

3. Room(s) & Venue Required \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Time(s) Requested\* \_\_\_\_\_

4. Room(s) & Venue Required \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Time(s) Requested\* \_\_\_\_\_

5. Room(s) & Venue Required \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Time(s) Requested\* \_\_\_\_\_

\*TIME BOOKED INCLUDES SET UP AND PACK UP TIME



Equipment required: Availability must be confirmed with Centre Staff prior to your booking

Portable Microphone  \$26 per function,

sound system  \$50 per function (hall only)

Projector & laptop  \$50 per function classrooms only)

TV/ Video/DVD  \$15.55 per function

Whiteboard  No charge

Please note whiteboard and TV/DVD available at both venues all other equipment is only available at the Francis St venue.

Further information on equipment specifications is available when booking equipment

Any electrical equipment brought into the building must be tested and tagged by a licensed electrician.

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**Upon acceptance of this application I/We have read and agree to comply, in all respects, with the Conditions of Hire**

Signed \_\_\_\_\_

Date \_\_\_\_\_

For and on behalf of \_\_\_\_\_

Personal information requested such as name and address, is collected for the purpose of registering & administering applications for hiring of community centre facilities. The personal information collected will not be used for any other purpose or disclosed except as may be required by law. If you do not provide the information then your application may not be processed. You may access the information collected about you by contacting us on 9687 1560

**Parking** There is some off street parking adjacent to the Francis St building. All day parking is available in Stephen St and in Blackwood St Blackwood. This is a residential area so we ask that every courtesy be given to our neighbours and if parking in the street that you allow plenty of room for residents to access their driveways.

**Rooms** Groups are required to adhere to the time that the room has been booked. Rooms must be left in a clean and tidy condition. Please allow time to setup/pack up furniture in your booking time. Please note that rooms have signs and photos as to where tables and chairs must be stacked or left.

**Lounge Area** The lounge and kitchen areas at Francis St and Blackwood is a communal area.

**Equipment** Availability must be confirmed with the Centre Staff when making your booking. Equipment available for hire: Portable Microphone, TV & Video/ DVD, Data Projector & Screen (BYO Laptop), Whiteboard (BYO whiteboard markers and cleaner)

**General** Yarraville Community Centre is used by artists and community groups.

Please respect the privacy of these other groups when using the Centre.

Inspection of spaces is by appointment only. To make an appointment, please phone the Yarraville Community Centre on 9687 1560

OFFICE USE ONLY

Emergency Exit: \_\_\_\_\_

Cleaning: \_\_\_\_\_

Emergency No: \_\_\_\_\_

Equipment: \_\_\_\_\_

Booking ID: \_\_\_\_\_

Debtor No: \_\_\_\_\_