

Application for Regular 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

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) _____

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 _____

Days/Date(s) (from-to) _____

Time(s) Requested* _____

2. Room(s) & Venue Required _____

Days/Date(s) (from-to) _____

Time(s) Requested* _____

3. Room(s) & Venue Required _____

Days/Date(s) (from-to) _____

Time(s) Requested* _____

4. Room(s) & Venue Required _____

Days/Date(s) (from-to) _____

Time(s) Requested* _____

5. Room(s) & Venue Required _____

Days/Date(s) (from-to) _____

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: _____

Proof of Incorporation/Not for Profit Status _____