



# Application for Regular/Casual Venue Hire

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 Organisation/Group/Individual: \_\_\_\_\_

Address: \_\_\_\_\_

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

Not for Profit

Incorporated

For Profit

Office use only:

I/D:

Key/Swipe:

Bond receipt:

Bond return date:

Signature:

Cost:

Receipt No:

**Venue:**

59 Francis st, Yarraville

114 Blackwood st, Yarraville

9 Victoria st, Footscray

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

Main Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Invoicing details (if different from contact person)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

1. Room: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

2. Room: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

3. Room: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

4. Room: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

5. Room: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

6. Room: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

**\*TIME BOOKED INCLUDES SET UP AND PACK UP TIME**

**Equipment available for hire:**

- \$50 per function – Sound System (Francis st only)
- \$50 per function - Projector with whiteboard & laptop (or BYO laptop) - Francis st & Victoria st only (BYO whiteboard markers and cleaner)

If you are a Not for Profit cost is \$25 per function

Please note whiteboards are available at all venues. Further information on equipment specifications are available when booking. Any electrical equipment brought into the building must be tested and tagged by a licensed electrician. Availability must be confirmed with Centre Staff prior to your booking equipment

**Upon acceptance of this application I / we have read and agree to comply, in all respects, with the Conditions of Hire, we also acknowledge that a cash bond and photo ID will be required when collecting the key or swipe for this booking.**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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:** Off street parking is available adjacent to the Francis St building. All day parking is available in Stephen St and in Blackwood St, Yarraville. 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. Parking is available behind the Victoria st building and throughout Footscray. Some parking time limits apply.

**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 as found.

**Lounge Area:** The lounge and kitchen areas at Francis St and Blackwood st are communal areas.

**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 us on 9687 1560.**

We recommend you come out to look at the room prior to booking. If you choose not to come out to view the room and are not satisfied with the room on the day, we are unable to guarantee another option and you will not be entitled to a refund.

- Please tick if you wish to subscribe to our e-newsletter and course brochure, or go to [www.ycc.net.au](http://www.ycc.net.au)

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