



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 ☐ Private ☐ Incorporated ☐ For Profit ☐ ABN _____

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/site: _____ Date(s): _____ Time(s): _____

2. Room/site: _____ Date(s): _____ Time(s): _____

To keep venue hire fees affordable and accessible for the community, we operate as an unserviced venue. As a result, the venue is not staffed outside business hours, and we may be unable to assist with any issues that arise during your hire. While we have explored operating as a serviced venue, the associated costs would make hire fees prohibitively expensive.

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

Equipment available for hire (GST included):

- ☐ \$58 per function – Projector, whiteboard & laptop (or BYO laptop) - Francis St & Victoria St class room only
- ☐ \$30 per function “Not-for-Profit” Projector, whiteboard & laptop (or BYO laptop) - Francis St & Victoria St class room only
- ☐ \$150 per function – Projector & screen hire in Hall at Francis St (BYO laptop)
- ☐ \$100 per function “Not-for-Profit – Projector & screen hire in Hall at Francis St (BYO laptop)

(BYO Staedtler whiteboard markers at all sites)

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 YCC 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 surrounding streets. *Please note that the extension of Stephen St from the YCC car park is private land. Do not park in this street or the visitor's car parks, they are for residents' visitors only. All day parking is available in **Blackwood St** and surrounding streets. 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, Victoria 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