**APPLICATION TO HIRE FACILITY FORM**

**Please Note:** this facility is for adult learning, forums or consultation usage. Any person under 16 years of age entering the facility during the hire period must be supervised by adults with a one to one ratio.

Complete & return by F: 9329 7446 Or E: enquiries@nmll.org.au

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| **ORGANISATION DETAILS** |
| Organisation name |
| Address | City | Post Code |
| Phone Number | Email |
| **CONTACT PERSONS** |
| Primary Contact Person | Job Title |
| Phone Number | Mobile | Email |
| Secondary Contact Person | Phone Number |
| **BOOKING DETAILS** |
| ***NB:*** *NMLL may not be able to hire on certain days as identified by NMLL.**Two working days (48 hours) written notification is needed to cancel any of the booked dates otherwise the hire fee will be charged.**Ten working days notification in writing is needed to cancel a regular booking.* |
| Days and Dates Requested |
| Dates within this period when you will not require the facility |
| Please describe in detail what event/activity the facility is to be used for |
| How many people are expected to attend the activity |
| **PUBLIC LIABILITY INSURANCE** |
| This organisation has **Public Liability Insurance** Yes **□** No **□** |
| If **Yes**, please attach a copy of the Certificate of Currency to this formIf **No**, the organisation will need to discuss this with NMLL |
| **BOOKING REQUIREMENTS** |
| **Rooms requested** | **Times (e.g. 9am to 11am)** |
| Room 1 (seating for max 25 people)  | ­to |
| Room 2 (seating for max 25 people) | to |
| Both Rooms (max 70 people) | to |
| **EQUIPMENT HIRE** |
| **Equipment required** | **Please tick or specify** |
| CD Player |  |
| Overhead Projector |  |
| Data Projector |  |
| Other (please specify) |  |
| **NOMINATED RESPONSIBLE PERSONS** |
| *The following people only will accept responsibility for the safety, security and cleanliness of the centre for this booking. These people will sign for a key and alarm code and will be responsible for:** *opening and closing the building*
* *turning the alarm off and putting it on*
* *making sure the building is secure and only people connected to this organisations are allowed entry*
* *ensuring that the building is vacated within the agreed time*
* *responding to any emergency situation*
 |
| Person 1 |
| Person 2 |
| Person 3 |
| **APPLICANT AGREEMENT**  |
| *I have read and understood the document ‘Policy Guidelines for Facility use and hire’ and agree to comply with all of the conditions outlined. I have been provided with a copy of the aforementioned.* |
| Name | Signature | Date |

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| **OFFICE USE ONLY** |
| Approved Yes **□** No **□** | Date |
| Centre Manager | Signature | Date |
| **FEES** |
| Facility Hire | Equipment Hire | **Total Hire** | **Bond** |
| Booking No | Invoice No |