

APPLICATION TO HIRE NMLL CLASSROOM

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 to the address above or email to enquiries@nml.org.au

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		
<p>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.</p>		
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 <input type="checkbox"/> No <input type="checkbox"/>		
If Yes , please attach a copy of the Certificate of Currency to this form		
If 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	
Computer	
Internet	
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 organisation 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
Relationship with the hiring organisation	email	Mobile phone number

NMLL OFFICE USE ONLY

Approved	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date
Centre Manager	Signature		Date
Start date for facility use	End date for facility use		
Key number: add to key register	Allocated alarm code		

FEES

Facility Hire	Equipment Hire	Total Hire	Bond
Booking No	Invoice No		