



**Phillip Island Community & Learning Centre
Room Hire Application & Agreement 2024**

Date: Organisation (including ABN):.....

.....

Contact:Position:

Name of person responsible for payment:

Invoicing address.....

.....Postcode.....

Telephone:Mobile:

Email address:

INSURANCE POLICY

All users must have current public liability insurance cover. The hirer is legally liable for injury or property damage arising from the hirer's usage of the facility. Failure to have appropriate cover may result in the facility not being available for use.

Photocopy of Public Liability Insurance certificate attached. Cover amount \$.....

SERVICES BEING OFFERED

Please indicate Number of expected attendees:

Please describe type of service being offered or purpose of hire:

.....
.....
.....

OTHER RELEVANT INFORMATION

If you have specific information relevant to this booking please list below:

.....
.....
.....



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Please tick which type of room/area you would like to book:

16 Warley Avenue, Cowes		Community Garden, Blue Gum Reserve	
<input type="checkbox"/>	Small Meeting Room (up to 2 or 3 people)	<input type="checkbox"/>	Large Shed
<input type="checkbox"/>	Computer Lab Room (up to 10 people)		
<input type="checkbox"/>	Single Medium Room (up to 10 people)		
<input type="checkbox"/>	Double Medium Room (up to 24 people)	<input type="checkbox"/>	External Lawn and Garden Area
<input type="checkbox"/>	Single Large Room (up to 12 people)		
<input type="checkbox"/>	Double Large Room (up to 30 people)		
<input type="checkbox"/>	Commercial Kitchen (up to 8/10 people)	<input type="checkbox"/>	
<input type="checkbox"/>	External Deck Area (up to 15 people)		

Name of person responsible/ using room:

Contact telephone number/s:.....

Please tick which type of room-hire booking is applicable:

BOOKING DETAILS :	
<u>Ongoing booking(s):</u>	
<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly
<input type="checkbox"/> Monthly	<input type="checkbox"/> Bi-monthly
Day/s: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	
Time: Start:am/pm	Finish:am/pm
Dates: From:/...../..... to/...../.....	
Number of regular expected attendees:	
<u>One-off booking:</u>	
Time: Start: am/pm	Finish:am/pm
Day/s: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	
Number of expected attendees:	



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TENTATIVE BOOKINGS

Tentative bookings will be held for (5) business days only.

ACCESS

Phillip Island Community and Learning Centre's normal hours of business are from 9am to 3pm, Mon-Fri. Access arrangements will need to be organised for bookings outside these hours.

ROOM HIRE FEES

Refer to attached EXCEL (Room Hire Fees) document.

CANCELLATION FEES

More than 48 hours' notice	No Charge
Less than 48 hours' notice	Half Fee
No notice received	Full Fee

Please, carefully read the following conditions of hire. Join us in our efforts to keep this community facility clean and welcoming. During the week we rely on people using the facility to maintain a reasonable standard of cleanliness and order. Please report any damage or untidiness to reception.

ROOM SET UP

Hirers are to use **only** those areas **negotiated at the time of booking**.

Equipment & Venue Usage: All equipment, resources and facilities are to be used in an appropriate manner. Any costs sustained by PICAL as a result of the misuse or non-compliance of the above will be passed on to the hirer.

Room hire: Hirers are to be mindful of the impact of their activity on others using the premises and respect their space. Hirer/Participants are not permitted to enter rooms used by other people/groups.

Children under 18 y.o. must be either accompanied by a parent/guardian; and/or actively supervised at **all times** by a nominated responsible adult while on the premises and in the surrounding grounds.

Security: The hirer must familiarise themselves with the security procedure to be followed at PICAL. Rooms are to be left secure upon vacating buildings.

Cleaning: Premises must be left clean and furniture put back into place.

Leaving premises: Please ensure when leaving the premises, the lights, air conditioners, heaters and other appliances are switched off.



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PROMOTION

Sandwich boards can be placed on the premises at your own risk.
Permanent signs may be placed at your own expense, by arrangement with the Centre Manager.
Advertising in our publications at your own expense, by arrangement with the Centre Manager.

I have read, accept, and agree to abide by the above conditions and agree to abide by them in full.

Name (please print)

Signed: **Date:**

PICAL Office: 16 Warley Avenue, Cowes , 3922 **ABN** 28 741 337 671

Postal address: PO Box 116, Cowes 3922

Tel: 5952 1131 **Email:** picalroomhire@gmail.com finance@pical.org.au manager@pical.org.au

Community Garden: @Blue Gum Reserve – (rear 119 Settlement Road, Cowes)