



PLEASE RETURN THIS SHEET SIGNED TO ADDRESS OVER THE PAGE

Agreement to Hire

Wandong Heathcote Junction Community Centre

Please **PRINT CLEARLY IN BLOCK LETTERS** and return to Treasurer, P.O. Box 303, Wandong
3758 Telephone: (03) 57871 1520 **Booking Officer (03) 5787 1137**

Name of applicant:

Facility to hire:

Description of function:

Dates required: **From:**

To:

Times Required **From:** **am/pm**

To: **am/pm**

I have read the attached terms and conditions of hire and agree to abide by them:

Signature of Applicant

Date

Address

Suburb

Post Code

Phone (BH)

Phone (AH)

Mobile

The above application is NOT a confirmation of booking. Before this application can be confirmed the following must occur:

1. The Committee of Management must approve the application ;
2. The Agreement to be signed by the Hirer ;
3. The appropriate charges have been paid;
4. Proof of Party Safe Registration sighted;
5. A copy of Public Liability Insurance has been provided. Yes No see over



A copy of your business public liability insurance document is required if a commercial function. Please forward a copy with payment & this document signed. The Certificate of Currency is required before taking possession of the keys for the venue. If a private function a charge of \$25 is applicable and will cover your event with Public Liability Insurance.

6. Party Safe Registration – Have the Police been notified of event details? Yes No

Other conditions:

Empty rectangular box for other conditions.

Charges: If you require a Tax Invoice please tick

Security Bond \$	Security Bond	\$
	Date Bond Refunded:	Chq No:
Hire Charge \$	Hire Charge Amount:	\$
	Deposit required:	\$
Insurance:	Copy Cert of Currency received:	
Total Charges:	Total Amount:	\$
	Date received:	
	Receipt No.:	

PLEASE RETURN FORMS TO TREASURER:-

Please make cheques payable to WHJ Sports & Community Centre Inc, P O Box 303, WANDONG, VIC, 3758 OR

DIRECT PAYMENT BSB 633 000 ACCOUNT 130901374 WHJ Sports and Community Inc.

Please email Treasurer at marstaellers@bigpond.com to advise when a Direct Payment has been made.

Approved:

Signed:	Date:
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Name:

Position: