

Family Centre Booking Form



Contact details:			
Name of Organisation:		ABN:	
Person in Charge:		Phone no:	
Contact email address:			
Name of Activity:			
Description of Activity:			
Target Demographic		No of Participants:	
Expected Outcomes (choose as many as apply)	<input type="checkbox"/> People have social connections within their community <input type="checkbox"/> People participate in their local community <input type="checkbox"/> People learn new skills and knowledge <input type="checkbox"/> People feel safe in their community		
Briefly explain how this activity will do this			
Booking details:			
Organisation type:	<input type="checkbox"/> Not-for-profit/Community <input type="checkbox"/> Commercial/Govt		
Booking type:	<input type="checkbox"/> Regular booking <input type="checkbox"/> Casual Booking		
Preferred date(s):			
Preferred 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		
Preferred Time:	From:	To:	
Preferred Type:	<input type="checkbox"/> Activity Room with outdoor area on room side <input type="checkbox"/> Meeting Room		
Payment Details:			
Additional equipment:	<input type="checkbox"/> Toy Shed <input type="checkbox"/> Projector screen <input type="checkbox"/> AV Equipment <input type="checkbox"/> Locker		
Bond:	\$200.00		
Amount Owning (see fees overleaf):			
Reference:	Room Hire + Organisation Name		
Joondalup Family Centre Bank Details:	BSB 306 113	Account#	4171288
Bond Details:			
Please provide your bank details for bond return:			
Account name:			
BSB & Acct number:			
Acknowledgement:			
I/We have received and read the Terms & Conditions overleaf, and the Centre Hire Policy Guidelines. I agree to the terms outlined in this document. I also acknowledge that if I cancel my booking for any reason I must give at least 7 days' notice or my fee will be forfeited.			
Signed:		Dated:	

TERMS AND CONDITIONS

The Joondalup Family Centre Management Committee will always have absolute priority over the use of its facilities. The Joondalup Family Centre staff administers all venue hire arrangements under the following term:

- Acceptance of your application will be based on how well your activity fits the objectives of the Joondalup Family Centre Constitution, Service Agreement and Strategic Business Plan.
- All permanent hire arrangements will be for a period of 12 months and renewed annually.

The Hirer is responsible to ensure that no person shall;

- Remove or replace any electrical fittings, equipment or fixtures in the building without prior consent of the Management Committee.
- Purchase and install any equipment without the consent of the Programs and Services Manager and endorsement of the Australian Childcare Standards.
- Deface or damage the building, or any equipment belonging to the Joondalup Family Centre or any other user group.
- Place any nails or screws in any part of the building without prior consent of the Programs and Services Manager.
- Store any unsealed, contained food stuff in the storeroom.
- Serve or sell alcohol, sell food or other refreshments on any part of the Venue or surrounds nor permit any other person to do so unless first approved in writing by the Joondalup Family Centre Management Committee.

At the conclusion of the session/function, the Hirer shall:

- Leave all rooms as they were found eg: Replace or remove equipment and furniture as prior to use.
- Permanent Centre Users may leave the room set up to accommodate other user groups, as discussed with the Programs and Services Manager.
- Leave the room and building in a clean and tidy condition.
- Leave the kitchen area and fridge clean and tidy with cups and cutlery put away.
- Place all rubbish in the bins provided (green and yellow bins located outside the Clinic).
- Turn off all electrical lights, air conditioning and power appliances.
- Lock all doors, and close all windows.
- Use the cleaning equipment provided by the centre.
- Return keys to the Office Staff (for Casual Hirers) or place in key return box in the kitchen.
- Report any damage or defacement of the building to the Office Staff.
- Comply with any direction of the Officer Staff concerning the maintenance of good order, use of equipment, facilities, parking access and security.

Rates:

Room	Category	Hourly Regular Booking	Hourly Casual Booking
Activity Room:	NFPs & CG	\$15.00	\$18.00
	Commercial/ Government	\$20.00	\$24.00
Activity Room 1 & 2 *	NFPs & CG	\$30.00	\$36.00
	Commercial/ Government	\$40.00	\$48.00
Meeting Room	NFPs & CG	\$10.00	\$12.00
	Commercial/ Government	\$15.00	\$18.00

Additions	Hourly
Toy shed	\$50.00
Projector and screen	\$10.00
AV equipment	\$10.00
Lockers (regular hirers)	\$5.00

Office use only:

Invoice amount:		Invoice number:		Inv Paid	<input type="checkbox"/>
Bond return date:					