



JOONDALUP FAMILY CENTRE INC

APPLICATION FOR USE OF FAMILY CENTRE

1. The Hirer is responsible for ensuring the Centre is restored to the condition in which it was received. Particular reference is made to cleaning the kitchen including the oven, refrigerator.(when used). Any subsequent cleaning costs incurred by the Joondalup Family Centre will be deducted from the bond. **Any damage is to be reported to the Joondalup Family Centre.**
2. Any damage caused by the Hirer will be charged to the Hirer.
3. No Hirer shall be under the age of 18years.
4. All fees and charges must be paid for at the time of booking.
5. **Smoking is not permitted inside or outside the centre.**
6. **Times must not exceed times booked without prior authorisation from the Centre Manager or additional rent will be charged.**
7. Activities on any one day shall not continue past midnight. Night rates start at 6.00pm.
8. All keys allocated remain the responsibility of the person whose details appear on this form. Under NO circumstances may any key be destroyed or duplicated without prior authority in writing from the management Committee. If any key is lost or damaged the Management Committee must be notified as soon as possible and the expense incurred to replace such key will be charged to the Hirer.
9. The Management Committee shall not be held responsible for any accident or injury to persons using the facilities.
10. The Management Committee reserves the right to refuse an application to hire and to rescind a hiring before the event.

PARTY HIRING RATES

	DAY RATE \$/HR	NIGHT RATE \$/HR (NIGHT RATES START AT 6:00PM)
	TOTAL	TOTAL
1. ACTIVITY ROOM 2	\$30.00 p/h (inc GST) (Minimum 3 hrs)	\$35.00p/h (inc GST) (Minimum 3 hrs)
BOND:		
NO ALCOHOL	\$100.00	
ALCOHOL	\$200.00	

HIRE DETAILS

NAME.....TELEPHONE.....

ADDRESS

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NATURE OF FUNCTION

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DATE/S TIME/S AREA/S ACTIVITY 2

I have read the hire rules and agree to abide by them

PRINT NAME

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SIGNED DATED

Payment of Party Bond/Hire is payable either in cash at the office or by bank transfer Joondalup Family Centre Inc. BSB: 306 113. Account: 4171288

BOND RETURN DETAILS – please complete

Account Name.....

BSB..... Account No.....

OFFICE USE ONLY

AREAS HIRED KEYS SUPPLIED Party Set

RATE \$/HR BOND \$

SIGNED DETAILS OF DAMAGE

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Please email the form to admin@joondalupfamilycentre.com.au

Joondalup Family Centre