



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 and urns (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 18 years.
4. Invoices will be issued and payment is required within 14 days of issue.
5. Times must not exceed times booked without prior authorisation from the Centre Manager or additional rent will be charged.
6. **Smoking is not permitted within the building.**
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.

APPLICATION OF MEMBERSHIP 2016 / 2017

I _____ (insert name) of _____ (insert address)

_____ (insert contact phone number) hereby apply for membership at the Joondalup Family Centre. I agree to abide by the Rules of the Association (available on request).

Signature _____

Date _____

HIRE DETAILS

FULL NAME OF HIRER TELEPHONE.....

ADDRESS

NO. OF PEOPLE NATURE OF FUNCTION

DATE/S TIME/S AREA/S

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

PRINT NAME

SIGNED DATED

OFFICE USE ONLY

AREAS HIRED KEYS SUPPLIED DATE

RATE \$/HR BOND \$ DEPOSIT \$

SIGNED

DETAILS OF DAMAGE

Email to admin@joondalupfamilycentre.com.au

Joondalup Family Centre