



Casual Venue Hire - Application Form

Yaandina Roebourne Youth Centre

PO Box 228, 2 Sholl Street, Roebourne, WA 6718

T: (08) 9182 1172 F (08) 9182 1648

Application Information							
Name of Organisation							
Name of Applicant							
Postal Address							
Email							
Telephone	H		W		M		

Booking Dates & Times							
Day(s) Requested (eg. Monday, Tuesday)	Date(s) Requested	Start Time	AM	PM	Finish Time	AM	PM
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Booking Details			
Purpose of Function			Number of People

Facilities & Requirments	
Smart Board (available in Board Room & large Hall)	
Photocopying & Administrative Assistance (please contact reception prior to event)	
Configuration of Tables and Chairs required	
Catering. Are there any dietary requirements. Please indicate approximate times you wish catering to be served and we will try our best to accommodate.	

Price Listing			
Room	Capacity	Half Day (4 hours)	Full Day (8 hours)
Meeting Room 1 - Conference Room	20 people	\$150.00	\$300.00
Large Hall (vacate by 2pm)	60 people	\$300.00	\$400.00 (vacate by 2pm)

Catering	Per Person
Morning Tea or Afternoon Tea	\$5.00
Lunch - sandwiches	\$10.00
Full Day - morning tea, sandwich lunch and afternoon tea	\$18.00



Method of Payment

<input type="checkbox"/> EFT	<input type="checkbox"/> Cheque	<input type="checkbox"/> Purchase Order	Purchase Order #	
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Booking Guidelines & Procedures

1. Bookings will only be accepted on this, the approved application form
2. All rooms need to be left clean and dishes, where appropriate, are to be washed and put away
3. There is no availability for after-hours room hire at this stage
4. In accordance with Yaandina's Policy and Procedures 3.1.4 alcohol is not to be consumed on site
5. Smoking is prohibited on grounds and/or within 5 meters of the building entrance

Loss & Damage

Notification of Loss

The Hirer shall notify Yaandina Community Services Ltd. Management immediately on becoming aware of any damage or loss to the premises, its facilities or equipment and of any injury to any person whatsoever on Yaandina Community Services Ltd. premises;

Protection of Surfaces

The Hirer shall carry out any direction given by Yaandina Community Services Ltd. Management for the protection of all equipment, furniture, fittings, floors and other surfaces as deemed necessary by Yaandina Community Services Ltd. Management and the full costs associated with the protection and / or the loss or replacements of these items will be borne by the Hirer. Any costs incurred by the Yaandina Community Services Ltd. in repairing or making good any damage will be borne by the Hirer.

Indemnity

Upon acceptance of the hiring, the hirer undertakes to hold Yaandina indemnified against all claims which may be made against them for damages or otherwise, in respect of any loss, damage, death, injury caused by, or in the course of or arising out of the hiring of the facility, the property of Yaandina, during all periods when such facility is on hire.

I, _____ being the duly authorised representative of the applicant in endorsing this application, accept full responsibility for the above booking and will ensure compliance with the booking Guidelines & Procedures, Conditions of Hire and Local Laws.

Applicant Signature: _____ Date: _____

Payment Details

Please make Cheques Payable and sent to

Yaandina Community Services Ltd.
Yaandina Youth Services
P.O Box 228
Roebourne WA 6718

EFT Payments

Yaandina Community Services Ltd.
Bank: Westpac
BSB: 036 187
Account No. 230475

Office Use Only

Date Booking Entered		Signature (Yaandina Staff)	
Confirmation Sent		Signature (Yaandina staff)	
Feedback Form Sent		Feedback Form Returned	