

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 | | | | | | |
| Account Payable Email | | | | | | |
| Telephone | H | | W | | M | |

Booking Dates & Times

| Day/s Requested (eg: Mon, Tue) | 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 & Requirements

| | |
|---|--|
| Smart Board (available in Board Room) | |
| Photocopying & Administrative Assistance | |
| Configuration of Tables and Chairs required | You are able to attend venue early to arrange your own Configuration at no cost if required. |

Price Listing

| Room | Capacity | Half Day (4 | Full Day (8 hours) |
|----------------------------------|-----------|--------------|--------------------|
| Meeting Room 1 - Conference Room | 20 people | \$300 ex GST | \$600.00 ex GST |

Method of Payment

| | | | |
|----------------------------------|---|------------------|--|
| <input type="checkbox"/> Invoice | <input type="checkbox"/> Purchase Order | Purchase Order # | |
|----------------------------------|---|------------------|--|

Note: Any account enquires and remittances to accounts@yaandina.org

Booking Guidelines & Procedures

1. Bookings will only be accepted on completion of this 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 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. The Hirer will be liable for all costs associated with the protection and / or the loss or replacements of these items. Any costs incurred by 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 hired.

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

EFT Payments

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

Yaandina Community Services
Ltd. Bank: Westpac
BSB: 036186
Account No. 117892

Office Use Only

| | | | |
|----------------------|--|------------------------|--|
| Date Booking Entered | | Signature (Yaandina | |
| Confirmation Sent | | Signature (Yaandina | |
| Feedback Form Sent | | Feedback Form Returned | |