



Sussex Neighbourhood House Inc

Application for Room HIRE

Please complete this form and return with booking deposit as soon as possible to:

SUSSEX NEIGHBOURHOOD HOUSE
7 Prospect Street, Pascoe Vale Vic 3044
Phone: 9354 2210 Email: enquiries@sussexnh.org.au

Bookings cannot be confirmed until a completed application form, Hire and Use of Facilities document, bond & non refundable deposit are received.

Full name.....

Address.....

Organisation.....

Phone Nos. Home.....Work..... Mobile.....

Email Address.....

At SNH, the capacity of the various spaces is as follows:

Rooms	Capacity (a guide only)
Classroom 1	12
Classroom 2	12
Classrooms 1 & 2 combined	25
Classroom 3	12
Classroom 4	12
Classroom 3 & 4 combined	25
Classroom 5	10
Classroom 6	10
Classroom 5 & 6 combined	20
Meeting Room	10
Consultancy Room	6
Multi-purpose Room	50
Computer Room	15

See Centre Hire Rates attached.

Hire date.....

Hire Time (including set up & clean up).. ..

Reason for Hire.....

Number of people attending.

Will gaming occur? If YES original Permit must be sighted by Manager and copy must be attached.

YES NO.....

Tables/Chairs required (Number).....

Any other details?

- **Bond & Deposit need to be made at Sussex Neighbourhood House. Bond to be paid in cash. Bond will be returned once Sussex Neighbourhood House is satisfied that all conditions of use have been met.**
- **Full payment of Hirer Fees need to be paid 7 days prior to function or booking will be cancelled.**

Personal information requested on this form is collected by Sussex Neighbourhood House for reference and identification purposes. To ensure confidentiality of information requested Sussex Neighbourhood House will only use personal information provided by you for the purpose of providing access to facilities and equipment. In accordance with Sussex Neighbourhood House's Privacy Policy, Sussex Neighbourhood House's will not disclose your personal information without consent to a third party, institution or authority except where required by law or other regulation.

The applicant agrees to comply with all of the conditions outlined in the Sussex Neighbourhood House Conditions Use of Facilities document.

Applicant's Signature

Print Name

___ / ___ / ___

Date

OFFICE USE ONLY			
Action	Yes No N/A	Date	Staff Initials
Application Form Completed			
Hire and Use form Completed			
Emergency Evacuation Plan provided			
Evidence/ Copy of Gaming Permit			
Deposit Received			
Bond Received			

Payment in full Received			
Key holder Recorded			
Security Access			
Key Returned			
Bond Returned			
Method of Payment ... Prior payment / Invoice			