

# Karingal PLACE Neighbourhood Centre



## Room Hire Application Form 2021

*opportunity » growth » lifestyle*

Welcome to Karingal PLACE Neighbourhood Centre

The stadium and community room are available for annual and casual hire. Requests to hire the rooms must be in writing using the Room Hire Application Form. Priority is given to local community groups and not-for-profit organisations.

Rooms may be hired for meetings, community education, training, cultural programs and exercise and wellbeing classes. We are unable to cater for birthday parties and family gatherings. Applications can be submitted by mail, email or in person.

All room hirers are required to have their own insurance cover. Council may be able to provide Public Liability Insurance for a booking, upon request, for a fee of \$15 per session. Frequent users and commercial hirers are responsible for arranging their own insurance.

Please be advised that the Centre is under 24 hour surveillance with CCTV throughout the building.

It is the Hirer's responsibility to read the Conditions of Use carefully and ensure they understand each section within the document and seek clarification if any section is unclear. This will ensure that there is no misunderstanding on the part of the Hirer and that loss of Bond or other penalties will not be incurred through misinterpretation of this document.

Please remember to sign the application form at the end of the document.

For further information, please contact us at Karingal PLACE Neighbourhood Centre on **8786 6650**.



**Karingal PLACE Neighbourhood Centre  
103 Ashleigh Avenue, Karingal**

Phone: 8786 6650 Email: Karingalplace@frankston.vic.gov.au

**2021 ROOM HIRE APPLICATION**  
Annual / Casual Booking

Organisation Name: .....

Primary Contact Name: .....

Telephone: BH: ..... AH: .....

Email: .....

Secondary Contact Name: .....

Telephone: BH: ..... AH: .....

Email: .....

Postal Address (no PO boxes please): .....

..... Postcode: .....

Proposed Activities: .....

.....

.....

Type of Hire (please circle):                      Permanent                      Casual

### ROOM HIRE

<input type="checkbox"/> <b>Stadium</b>		\$26.00 per hour	Capacity: 250
<input type="checkbox"/> <b>Community Room</b>		\$26.00 per hour	Capacity: 30
START/END DATE <small>Please use calendar to indicate all booking dates</small>	DAY	Times <small>Please ensure times include set up, pack up and cleaning time as required.</small>	No of expected participants
	<b>Monday</b>		
	<b>Tuesday</b>		
	<b>Wednesday</b>		
	<b>Thursday</b>		
	<b>Friday</b>		
	<b>Saturday</b>		
	<b>Sunday</b>		

Please circle all booking dates on the calendar provided below.



Public Holidays



State School Holidays

JANUARY							FEBRUARY							MARCH						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				
APRIL							MAY							JUNE						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4	31					1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
JULY							AUGUST							SEPTEMBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4	30	31					1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
OCTOBER							NOVEMBER							DECEMBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

Please read before sending your application	
<b>Insurance</b>	<p>A copy of the <b>Certificate of Currency</b> from your <b>Public Liability Insurance</b> must be attached to this application.</p> <p>Frankston City Council may be able to provide Public Liability Insurance for your Room Booking for a fee of \$15.00 (per session).</p> <p>Would you like to use this service?            Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please Note: An invoice for the Public Liability Insurance will be sent out via email from Accounting Department, once the Room Hire booking is proceed and confirmed.</p>
<b>Accounts</b>	<p>All accounts will be invoiced monthly in advance. Monthly payments are required.            Invoices will be sent by email to your nominated email address.            All payments to be made via Frankston City Council's payment system.</p>
<b>Swipe Card Charge</b>	<p>If required, your swipe card is <i>free of charge</i> and not transferable.  <b>If a card is lost</b> a replacement fee will be incurred. <b>(\$20 ex gst)</b>  <b><i>The centre must be notified immediately so the card can be deactivated.</i></b></p>
<b>Statistics Collection</b>	<p>To keep hire fees low, and help us improve our facilities and services, we need to know how many people use our centre each month. Please email us with the total number of people who attended your activity for the month. This figure is included in our monthly report to Council. Thank you for your co-operation.</p> <p>Please email: <a href="mailto:karingalplace@frankston.vic.gov.au">karingalplace@frankston.vic.gov.au</a></p>

### 2021 Conditions of Hire Agreement:

I have read and will comply with *Karingal PLACE Room Hire Guidelines*.

You must agree to comply and respect all *Karingal PLACE Room Hirers Guidelines* conditions should this application be accepted.

Room Hire rates are reviewed from 1<sup>st</sup> July each year.

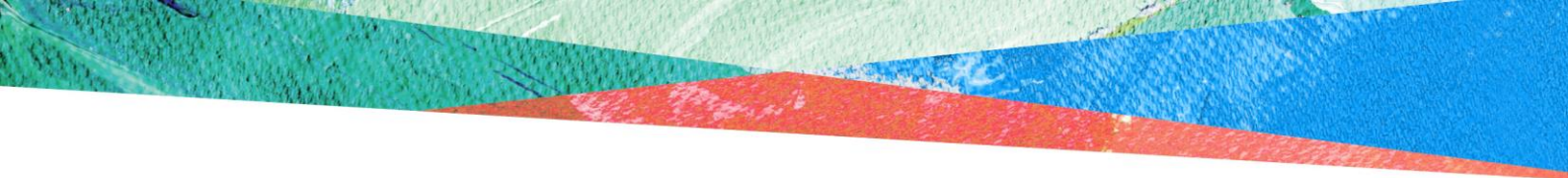
Completing this *Karingal PLACE Room Hire Application Form* does not confirm the booking. Confirmation will be made in writing via email from Karingal PLACE Neighbourhood Centre.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/20\_\_\_\_

**NAME:** \_\_\_\_\_

**Application Form to be returned to Karingal PLACE Neighbourhood Centre.**

**Privacy Collection Statement:** The Council is collecting the information on this Agreement for the purpose of registering and administering your application. The information will not otherwise be disclosed except as required by law. In particular, the information will not be disclosed to others for marketing purposes. If you fail to sign and return this Agreement your booking will not be confirmed.



<b>OFFICE USE ONLY</b>			
<b>Approved:</b>	<b>Yes / No</b>	<b>Entered into Karingal PLACE Calendar:</b>	<b>Yes / No</b>
<b>Rate: \$26.00 per hour</b>		<b>Confirmation email sent to Hirer:</b>	<b>Yes / No</b>
<b>Hire T&amp;C's provided to Hirer:</b>	<b>Yes / No</b>	<b>Induction completed:</b>	<b>Yes / No      Date:</b>
<b>Security card required:</b>	<b>Yes / No</b>	<b>Swipe Card Number:</b>	
<b>Added contact to Database:</b>	<b>Yes / No</b>	<b>Projector required:</b>	<b>Yes / No</b>
<b>Invoice:</b>		<b>Copy of Certificate of Insurance provided:</b>	<b>Yes / No</b>
		<b>Expiry date:</b>	
<b>COVID 19 Safe Plan submitted:</b>	<b>Yes / No</b>	<b>COVID 19 Safety Reporting form completed:</b>	<b>Yes / No</b>
<b>Date:</b>		<b>Signed:</b>	