

# Lynbrook Community Centre

Facility booking form

## Hire details

1. Which category best describes your organisation or group? (Choose one only)

Category	Description
<input type="checkbox"/> <b>Community based Group / Organisation</b>	<ul style="list-style-type: none"> <li>Community Groups, Community Service Organisation, volunteer and member-based organisations, health care providers with Medicare rebate, partnerships with Council and religious services providing community programs.</li> <li>Examples of this type of group include: Welfare agencies, sports clubs, Rotary clubs, neighbourhood houses, churches providing community programs, residents associations and general interest groups.</li> <li>Proof of community group registration required (e.g. Certificate of incorporation; Auspice under a parent group or other recognised authority; Registered not for profit; Formal committee etc.) Council reserves the right to request further information as required.</li> </ul>
<input type="checkbox"/> <b>Standard Group / Organisation</b>	<ul style="list-style-type: none"> <li>An organisation conducting activities for the purpose of deriving a profit including home businesses and Private health care providers.</li> <li>Examples of this type of organisation/agency include: Registered training organisations, commercial business, business activities, private providers such as speech therapy, State and Federal Government agencies, small and home-based business.</li> <li>Private Functions/invitation only activities.</li> </ul>

## Contact details

2. Name of your organisation or group

Address

Contact person name

Telephone (business hours)

Mobile

Email

Contact accounts receivable name

Telephone (business hours)

Mobile

Email

3. Does your organisation or group have public liability insurance with a minimum coverage of \$10 million?

Yes  → If successful, you will be asked to provide a copy of the insurance certificate.

No  → All hirers require public liability insurance while utilising the Centre. Private hire, community / not for profit groups without public liability insurance may be eligible to purchase insurance at an extra cost per booking.

## Use of community centre

4. Purpose of hire, what type of event, program or activity do you propose to conduct at the Community Centre?

- Meeting / Conference                       Public Event / Program / Activity                       Worship  
 Education / Training / Workshop                       Counselling &/or Service Provision                       Private Function  
 Other, please specify: \_\_\_\_\_

5. Is your event, program or activity inclusive? (Select one or more)

- Reduce social isolation                       Engage Families                       Support culturally diverse communities  
 Provide of Casey residents only                       Support the local community                       Provide a unique service  
 Provide connections for vulnerable community members                       Private, invitation only

Audience:  Adults     Youth     Children (11 years & under)     Gender specific? \_\_\_\_\_

6. Does your event, program or activity contribute to:

- Active living     A safe community     Environment sustainability     Learning / Employment pathways  
 People meeting, connecting and building relationships     Building partnerships that benefit the community  
 Current and emerging community needs

7. Which rooms would you like to use and when would you like to use them? Bookings are currently available until 31 December 2020. Tea and coffee making facilities and kitchenettes are available to all users free of charge.

Room	Date	Times: Start time and end time	Frequency (weekly, monthly, one off)
<input type="checkbox"/> Hall 1 (Max 170 people)			
<input type="checkbox"/> Hall 2 (Max 80 people)			
<input type="checkbox"/> Hall 1 & 2 (Max 250 people)			
<input type="checkbox"/> Hall 3 (Max 80 people)			
<input type="checkbox"/> Training room (Max 15 people)			
<input type="checkbox"/> Meeting room 1 (Max 15 people)			
<input type="checkbox"/> Meeting room 2 (Max 6 people)			
<input type="checkbox"/> Meeting room 3 (Max 6 people)			
<input type="checkbox"/> Consulting room 1 (Max 3 people)			
<input type="checkbox"/> Consulting room 2 (Max 3 people)			
<input type="checkbox"/> Kitchen (Max 8 people) Only cutlery and crockery are available and must be washed up after use, all other equipment required must be brought in.			

8. Estimated attendance (must not exceed maximum room capacity). Please specify numbers: \_\_\_\_\_

9. Is your event, program or activity alcohol free? Yes  No  If No, a temporary liquor licence must be obtained at the expense of the hirer and provided to the site.

10. What audio / visual equipment do you plan to use for your booking (i.e. Microphone, projector, music etc)

Please note if you are using any of the equipment at Lynbrook Community Centre you will be required to attend a meeting during business hours prior to your booking to be shown how to use the equipment.

## Bond

**Casual Hire:** Security bonds are due the week of the function and can be paid in person at Lynbrook Community Centre, 2 Harris Street Lynbrook or via telephone on (03) 9792 7370.

Bonds paid via cash will be available for collection on the next business day upon successful inspection from staff and the return of any keys. For electronic payments the bond will be returned via direct deposit, within a 2 to 4 week period once an email has been sent requesting the amount and stating the banking details for the refund.

**Regular hire:** Security bonds will be held for the duration of the hire period and refunded after the final agreed hire date and when all keys have been returned.

## Hire Declaration

**By signing this document, I acknowledge that:**

- I have read and understood the schedule of fees and charges associated with my booking.
- I have read and agree to the Conditions of Hire.
- Where the hirer is a company or incorporated association, I am authorised by the hirer to complete the application form on the hirer's behalf; and
- I am personally responsible for ensuring that the hirer and attendees comply with the conditions of hiring the room and if the hirer breaches any of the conditions, I will be personally responsible for any such breaches, including any damage to the room.
- I have inspected the premises to be fit for purpose for my use.

Name

Signature

Date

## Acceptance of room hire

**Casual hire:** Upon acceptance of the booking a non-refundable deposit of 25% of the full hire is due and paid in full no later than 4 weeks prior to the booking date. Bookings made within 4 weeks of the event date must be paid in full at the time of booking.

**Regular hire:** Will be invoiced at the end of each month via email to the accounts contact provided in the facility booking form. The full balance must be paid within 30 days of the issue date as outlined on the invoice.

## How to lodge

**By email:** lynbrookcc@casey.vic.gov.au

**In person:** Lynbrook Community Centre, 2 Harris Drive, Lynbrook

## How to pay

Cash, cheque or EFTPOS at Lynbrook Community Centre

## Privacy

Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014 and used for the specified purpose. You can access your personal information by contacting Council's Privacy Officer on 9705 5200.

### Contact City of Casey

03 9705 5200

**NRS:** 133 677 (for the deaf, hearing or speech impaired)

**TIS:** 131 450 (Translating and Interpreting Service)

caseycc@casey.vic.gov.au

casey.vic.gov.au

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 @CityOfCasey

PO Box 1000  
Narre Warren VIC 3805

### Customer Service Centres

**Cranbourne**

Cranbourne Park Shopping Centre

**Narre Warren**

Magid Drive

**Narre Warren South**

Amberly Park Shopping Centre