

# Selandra Community Hub

## Regular Hire Form

### 1. Contact Details

Name of Organisation / Group

Address

Contact Person (First and Last name required)

Telephone (business hours)

Mobile

Email

### 2. Organisation / Group Type

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

Category	Description
<input type="checkbox"/> Community based group	<ul style="list-style-type: none"> <li>• A group not in receipt of any ongoing local, state or federal funding.</li> <li>• Does not receive a significant profit from the delivery of its services, activities and/or programs. Any profit is injected directly back into the group's services.</li> <li>• Examples of this type of group include art and craft, health and wellbeing, community network groups, residents associations, general interest groups.</li> </ul>
<input type="checkbox"/> Not-for-profit community service organisation or agency	<ul style="list-style-type: none"> <li>• An organisation or agency that is in receipt of ongoing local, state or federal funding to support the services they deliver to the community.</li> <li>• Registered not for profit (proof may be required). Any profit made is injected back into the services provided to the community.</li> <li>• Examples of this type of organisation or agency include schools, counselling services, disability services, support services, welfare agencies and religious groups.</li> </ul>
<input type="checkbox"/> Small and/or home based business	<ul style="list-style-type: none"> <li>• A registered business that employs no more than five employees.</li> <li>• A registered business that may operate from a private residence.</li> <li>• A home based franchise of a larger company.</li> </ul>
<input type="checkbox"/> Commercial business or training organisations	<ul style="list-style-type: none"> <li>• Any business that is established for the purpose of making a profit from their services. They are larger businesses employing six or more staff and do not operate from a private residential property.</li> <li>• Any training organisation that offers accredited training and is registered as a private training organisation.</li> </ul>

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

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

No  → All hirers require public liability insurance while utilising the Community Centre. If your booking is successful, Council can arrange casual insurance at an extra cost per booking.

### 3. Booking Details

What type of programs or activities will you provide at the Community Hub?

Which rooms would you like to use and when? Tea and coffee facilities and kitchenette facilities are available to all users free of charge. Please include set up, pack down and clean up of your hired space.

Room	Start Date	End Date	Day	Times	Frequency
<input type="checkbox"/> Hall 1 (Max 170 people)					
<input type="checkbox"/> Hall 2 (Max 80 people)					
<input type="checkbox"/> Lounge (Max 25 people)					
<input type="checkbox"/> Training room (Max 20 people)					
<input type="checkbox"/> Meeting room 1 (Max 20 people)					
<input type="checkbox"/> Meeting room 2 (Max 18 people)					
<input type="checkbox"/> Meeting room 1 & 2 (Max 40 people)					
<input type="checkbox"/> Consulting suites (Max 5 people)					
<input type="checkbox"/> Kitchen (Max 7 people) Please note only cutlery, plates, mugs and cups are available and must be washed up after use, all other equipment required must be brought in.					

Will your activity or program continue to operate during school holidays and public holidays?

How many people are attending? Include number of adults and children. (The number of people can't exceed the maximum capacity of the room outlined in the Terms and Conditions)

## 4. Selection Criteria

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

<b>Inclusive</b> Does your program or activity: <input type="checkbox"/> Support our culturally diverse community? <input type="checkbox"/> Create pathways to employment? <input type="checkbox"/> Engage families, children, youth? <input type="checkbox"/> Reduce social isolation?	<b>How?</b>
<b>Community Driven</b> Does your program or activity: <input type="checkbox"/> Provide flexibility and responsiveness to current and emerging community needs? <input type="checkbox"/> Provide for Casey residents only? <input type="checkbox"/> Provide a unique service to users?	<b>How?</b>
<b>Relationships and Partnerships</b> Does your program or activity: <input type="checkbox"/> Create opportunities for people to meet, connect and build relationships? <input type="checkbox"/> Build and strengthen partnerships that will benefit the community?	<b>How?</b>
<b>Skill development</b> Does your program or activity: <input type="checkbox"/> Support the local community to participate in formal and informal educational opportunities? <input type="checkbox"/> Encourage local tutors and education providers?	<b>How?</b>
<b>Health and Wellbeing</b> Does your program or activity contribute to: <input type="checkbox"/> Active living? <input type="checkbox"/> A safe community? <input type="checkbox"/> Environment sustainability? <input type="checkbox"/> Early childhood and youth development?	<b>How?</b>

## 5. Reference

In order to gain as much information as possible, please provide details of one to two referees who can be contacted for a reference.

Name <input type="text"/>	Relationship <input type="text"/>	Phone <input type="text"/>
Name <input type="text"/>	Relationship <input type="text"/>	Phone <input type="text"/>

## 7. Request for hire of the room and acknowledgment

### By signing this document I acknowledge that:

- 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 complies 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.

### I request that:

The room is hired to the hirer on the terms contained in the conditions and the application form

Name

Signature

Date

## 8. Acceptance of room hire

Selandra Community Hub will notify you if the hiring of the room is accepted.

## 9. How to lodge

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

**By post:** 7-9 Selandra Boulevard Clyde North, VIC 3978

**In person:** Selandra Community Hub, 7-9 Selandra Boulevard, Clyde North

## 10. How to pay

**Invoicing:** Invoices are sent one month prior to commencing the new month. Payments are due within two weeks of this date, payable to Selandra Community Hub.

**Bond:** EFTPOS at Selandra Community Hub. Please note bonds can take up to two - four weeks to be refunded into your nominated account.

## 11. 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.

## 12. OFFICE USE ONLY

Insurance Check	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Reference Check	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Accepted	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Entered	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Confirmation Sent	____ / ____ / ____	
Processed By:					

### 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