



Casual Hire Application – Community Centres

Booking Name:	
Hirer Type	☐ Private ☐ Community group ☐ Semi-Commercial
Name of Facility you would like to Hire: (one booking application per Community Facility)	

Day:	Date:	Time From:	Time To:	Room/Space Required:

*Booking times must including set-up, pack down and cleaning time. Hirers cannot access the venue to do this outside the selected booking times.

Activity details	
Group/Club Name:	
Incorporated Association:	☐ Yes ☐ No ☐ N/A
Type of Activities your club/program provide:	
Number of Attendees:	
Will your booking have children under 10 years old in attendance?	☐ Yes ☐ No
If yes, will there be a minimum of 2 adults supervising the children throughout the duration of the booking?	☐ Yes ☐ No ☐ N/A
Is a fee charged to participants?	☐ Yes ☐ No If yes, Fee Charged: \$
Will liquor be consumed?	☐ Yes ☐ No A temporary liquor licence is required if Liquor is sold or provided under an all-inclusive charge.
Will you be bringing in any external suppliers or contractors?	☐ Yes ☐ No
Is your not-for-profit group run by it's own committee?	☐ Yes ☐ No ☐ N/A



Can you demonstrate that over 65% of members are aged over 60 and reside within the City of Port Phillip?

☐ Yes ☐ No

		25%	50%	75%	100%
Where do most of your group participants live?	Within City of Port Phillip	☐	☐	☐	☐
	Outside City of Port Phillip:	☐	☐	☐	☐

Booking Contact Details

Contact Name:

This person is responsible for updating the Venue Management with booking and contact changes

Position held in the Group/Club:

☐ Yes ☐ No ☐ N/A

Address:

Phone:

Email:

Compliance

Do you have Public Liability Insurance:

☐ Yes ☐ No, Purchase into Council's one-off public liability

If purchasing into Council's one off Public Liability, please complete the form attached.

Have you undertaken a risk assessment of your event, clearly identifying potential risks and possible mitigations?

☐ Yes ☐ No

Can all the information on this form be used?

☐ Yes ☐ No

This information can be used in the centre/activity promotion or in information provided to potential members, or published in information booklets, etc.

Mandatory Document Attachments

Public Liability Attached:

☐ Yes ☐ No

If no, provide reasoning:

I have read and agreed to the Community Facilities Hire Terms and Conditions.

☐ Yes

Name:

Signed:

Date:



COMMUNITY LIABILITY INSURANCE

(Please refer to Community Liability Pack for further explanation)

Insurers: One Underwriting Pty Ltd (as Agent for Lloyds of London)
Council: CITY OF PORT PHILLIP

HIRER:

NAME: _____ **CONTACT PHONE # :** _____
ADDRESS: _____

FACILITIES

DATE OF HIRE: _____ **OR IF MORE THAN ONE DAY FROM** _____ **TO** _____
NAME OF FACILITY: _____
LOCATION: _____
FUNCTION OR PURPOSE OF HIRE:

- ☐ Public Liability Insurance required
- ☐ Public Liability Insurance not required (hirer to provide copy of own insurance) PREMIUM INCLUDING GST & STAMP DUTY
- ☐

PLEASE PROVIDE EVENT BOOKING NUMBER HERE: # _____

\$33.00

PAYMENT TO BE DEPOSITED TO JOB NUMBER: 01 01410 9230

NOTE: COVER IS SUBJECT TO THE FOLLOWING POLICY EXCESS ON CLAIMS:

\$250 Each and Every claim

\$2,500 Each and Every claim relating to halls with capacity of 150+

NOTE

Upon the payment of the prescribed premium and completion of this form your liability as hirer is indemnified, subject to the terms of a master policy issued by One Underwriting Pty Ltd.

In the event of any claim, or the happening of any circumstances which may give rise to a claim, you must advise the Council's Risk & Assurance Unit on (03) 9209 6588 asap.

SIGNED: ON BEHALF OF HIRER/ HIRING GROUP:

DATE: / /