

# Application for Occasional Hire – Cowan Community Centre Bujwa Bay Road, Cowan



## Applicant Details:

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other		
Family Name:		Given Name/s:
Company/Organisation (if applicable):		
Postal Address:		
Suburb:		Postcode:
Contact Person (if applicable):		
Email Address:		Mobile:
Home Phone:	Business Phone:	Fax:

## Function Details:

Facility:	Capacity:
Date of Function	Expected Attendance:
Purpose of Hire:	
Arrival Time: <i>Please allow for setup of facility</i>	Departure Time: <i>Please allow for cleaning of facility</i>

## Hire Costs and Keys:

Key Issued:	Key Returned:	Int.
Hire Charge:	Deposit Refunded:	
Security Deposit	Receipt Number:	
Total:	Notes:	

## BOOKING SOURCE – How did you hear about Council's Facilities (please tick appropriate box)

Council Internet	<input type="checkbox"/>	Previous Hirer	<input type="checkbox"/>	Previous Guest	<input type="checkbox"/>
Local Knowledge	<input type="checkbox"/>	Recommendation	<input type="checkbox"/>	Other	<input type="checkbox"/>

## PUBLIC & PRODUCTS LIABILITY INSURANCE

- If you do not have your own public and products insurance please discuss your hire details with the Booking Officer to determine if your hire can be covered under Council's Casual Hirers' Policy
- If you carry your own public and products insurance – Please attach your Certificate of Currency and complete the details below.

Insured: (must be the same as the Hirer name)	
Insurance Company:	
Policy Number:	
Limit of Liability:	
Expiry Date:	
Excess:	

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## LIQUOR CONSUMPTION – ADVICE TO POLICE

If alcohol is to be consumed at the function, you must take this form to the Hornsby Police Station and request an available Officer to sign below prior to returning your application to the Hornsby Council Booking Officer

Once acknowledged by an Officer of Hornsby Police Station, to take liquor onto the nominated premises, subject to the provisions of the Liquor Act 1982 and the Building Code of Australia, Public Places of Entertainment. Approval is given subject to the conditions that:

- *Liquor shall not at any time be "sold" or "offered for sale" on the premises in question. This includes disguising the cost of liquor in the price of a meal, admission, or any other type of ticket or cost to a function.*
- *No person under the age of eighteen (18) years shall be served or supplied with liquor.*

*The hirer or hirers of the premises shall be responsible for the conduct of those attending the nominated function.*

Officer's Name:

Officer's Signature:

Date:

## Important Notes

- The Hirer is responsible for reading and understanding its/his/her obligations stated in the Terms and Conditions of Hire prior to signing the Application form.
- The Hirer is responsible for reading and understanding the emergency evacuation procedures for the Cowan Community Centre and responding appropriately to an emergency within the Arcadia Community Centre
- The Hirer or an appointed representative, approved by Hornsby Shire Council is required to be present at the Facility for the entirety of the hire period.
- The Hirer is not permitted to interrupt any other bookings by entering the Facility early; such entry will result in the loss of Hirers' security deposit / bond as specified in the hiring agreement.
- The Hirer is responsible for any breach of the hiring conditions, which will result in the bond being retained by the Management Committee / Council. Any damage to the Facility will be charged to the Hirer.

## AGREEMENT

I agree to abide by the Hirer obligations set out in the Notes to this Application, together with Hornsby Shire Council's General Conditions of Hire of Community Centres and Halls and Emergency Evacuation Procedures, attached hereto, on the understanding that if this Application is successful this Application and the said General Conditions of Hire, will together form the legally binding contract between the Hirer and Hornsby Shire Council. I hereby acknowledge having carefully read the whole of the Application as completed by me and I certify that the information supplied in this Application is correct to the best of my knowledge. I also undertake to immediately advise the booking officer of the Cowan Community Centre, should there be any alterations or additions to the information supplied.

Applicant's Name:

Applicant's Signature:

Date:

For all enquires, please call the Booking Officer on 9457 6665  
Please return your completed hire application, signed by the Hirer, to the postal address below:

Reservations Officer  
15 Alberta Avenue  
COWAN NSW 2081