

*Note: we do not accept Birthday Parties for 13-21 year olds. For other Birthdays, proof of age may be required with this Application Form.

**NARARA COMMUNITY CENTRE
2 PANDALA RD
NARARA NSW 2250**

APPLICATION FOR HIRE

Name/ Organisation: _____

Activity: _____

Private/Community (Non-Profit) _____

Contact Details

First Contact

Second Contact

Name:	Name:
Postal Address:	Postal Address:
Phone:	Phone:
Fax:	Fax:
E-Mail:	E-Mail:

Hiring Details

(for multiple dates please complete Multiple Hire Form)

Day: _____ Date: _____ Times: _____ to _____

Room/s Required:

- Meeting Room
 Office Space
 Youth/Craft Room
 Hall
 Kitchen (*must be shared*)

Equipment Required: (Provided free on a first come first served basis)

- White Board
 Overhead Projector
 Crockery/Cutlery
 Television
 Video
 PA System (Office Hours only)

Alcohol:(No bottles please) Will alcohol be consumed on the premises? Yes No

Estimated No. Attending

Bond: Will you be hiring the Centre again in the next 6 months? Yes No
If yes, would you like your bond retained for this future hire? Yes No

Public Liability Insurance Details:

Gosford/Narara Neighbourhood Centre strongly recommends Hirers arrange their own Public Liability Insurance.

I/We have read and understand Narara Community Centre's "Conditions of Hire" and agree to comply with these Conditions.

I/We accept that any additional costs associated with our activity will be deducted from the Bond. This includes any damage, extra cleaning costs or other unexpected expenses.

Signature _____

Date _____

CHEQUE/MONEY ORDER IS TO BE MADE PAYABLE TO GOSFORD /NARARA NEIGHBOURHOOD CENTRE

CASH AMOUNTS WILL NOT BE ACCEPTED

Return to:

Gosford/Narara Neighbourhood Centre

PO Box 9047 WYOMING 2250 Tel. (02) 4329 4477 Fax (02) 4329 6832

*** Please note:** a cheque/money order for the Bond must be sent with this form for the booking to be made.

Office use only

Entered in diary

Bond Cheque from: _____

Tables needed

Proof of Age
Amount of Bond: \$550//\$330//\$110
Room Hire Invoice #
Bond Invoice #
Circle appropriate amount