

\*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*