



Newtown Neighbourhood Centre Incorporated

1 Bedford St, Newtown 2042

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Application & Agreement for Use of Meeting Rooms and Hall

Completion of this form is required if you wish to hire any of the spaces at Newtown Neighbourhood Centre. When making your booking, please include set up and clean up times. Please read the Newtown Neighbourhood Centre 'Conditions of Use of Room Hire' form before completing your application.

Date(s) of Booking(s): _____

Group Name: _____

Group Type (i.e. business, private tutor, community/non profit): _____

Type of meeting/function: _____

Frequency (one off, weekly, fortnightly, monthly): _____

Booking times: **Start** _____ **Finish** _____ (include set up and clean times)

Space Required: Hall / Meeting Room / Upstairs Room (please circle)

The Hirer

Contact Person: _____

Company/Group Name: _____

ACN/ABN: _____

Contact Address: _____

Contact Phone: **(bh)** _____ **(ah)** _____

(mobile) _____ **(fax)** _____

Can the above numbers be given to people enquiring about your group? YES/NO (please circle)

Contact email: _____

Website: _____

Your Privacy: The supply of personal information on this form is voluntary, though failure to do so could result in rejection. The details provided are not publicly available unless otherwise indicated by you. The information you have provided will be stored at the Newtown Neighbourhood Centre Office and only used for the purposes of room hire administration.

Activities to be carried out (be specific): _____

Can details of your booking be included on our web site? **Yes/No (Please circle)**

Can details of your booking be printed in the NNC timetable.newsletter? **Yes / No (Please circle)**

Can people turn up to your event on a casual basis? **Yes / No (Please circle)**

Do participants of your event pay to attend? **Yes / No (please circle)**

If yes: how much? _____

Is there a concession rate? Yes/No (please circle) **Concession Rate?** _____

Do participants need special equipment/clothing to attend and participate: **Yes / No (Please circle)**

If yes what do they require? _____

Estimated number of regular participants: _____

AGREEMENT AND INDEMNITY:

PLEASE NOTE: The hirer should ensure they hold a current broadform public liability policy in respect of the activity they propose to carry out at Newtown Neighbourhood Centre.

If you do not have access to insurance cover then you should seek advice before proceeding with your application regarding the indemnity you are giving in favour of Newtown Neighbourhood Centre Inc.

I acknowledge that I have read and understand the ‘**Conditions of Use of Room Hire**’ of the Newtown Neighbourhood Centre Inc., a copy of which has been supplied to me, and I agree to be bound by them.

I agree to indemnify and keep indemnified, Newtown Neighbourhood Centre Inc. from and against all actions, claims and demands of every kind resulting from any personal injury, loss or damage to any property occurring during the course of the subject event and I acknowledge that Newtown Neighbourhood Centre Inc. shall be under no responsibility or liability for any personal injury or damage to any property occurring during the course of or as a consequence of the hiring.

I acknowledge that if any of the NNC Inc. procedures are breached it will jeopardise my/our access to the NNC Inc. facilities in the future.

I agree to pay the following rate for the use of the Room/Hall hire \$ _____ per hour or \$ _____ per session.

Applicant’s Name and Authority

To sign this Agreement

(Owner/President/Secretary/Director) _____

Applicant’s Signature: _____ **Date:** _____