

# VIOLET TOWN COMMUNITY COMPLEX FACILITY HIRE APPLICATION

## HIRER DETAILS

Surname/Club/Organisation: .....

Address: .....

Telephone: Business ..... Private.....

Driver's Licence No: .....

Date of Application: .....

I..... of .....

Hereby make application for the hire of the facility set out in the Schedule to this application for the day and the times specified in the Schedule and I acknowledge having received and read a copy of the Conditions of Hire and undertake to be bound by and comply with these Conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with the Conditions.

.....  
Signature of Applicant

## SCHEDULE

### DETAILS OF FACILITY TO BE BOOKED

Function Room:	.....
Date of Hiring:	.....
Time of Hiring:	1. Preparation From:..... To: .....
	2. Function From:..... To: .....

### DETAILS OF FUNCTION

Type of Function:	.....		
No. of people attending:	.....		
Will the kitchen facilities be used?	Yes/No		
Will you be serving a meal?	Yes/No	If yes, how will it be served?	Sit down/Buffer
Will alcohol be consumed?	Yes/No	Permit Provided?	Yes/No

### PUBLIC LIABILITY DETAILS (for Hirers of major events or who are incorporated – refer Conditions of Hire)

Insurance Company: .....	Policy No: .....
Expiry Date:.....	Amount of Cover (\$) .....

**A COPY OF RELEVANT INSURANCE COVER IS TO BE ATTACHED TO THIS APPLICATION**

SECURITY DEPOSIT: Amount: \$..... Date Received: .....

Signature of Endorsing Officer:.....