

# Jika Jika Community Centre CASUAL HIRE REQUEST

After this request is returned, a Hire Agreement will be sent to you that will need to be signed and returned



Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Alternative contact: \_\_\_\_\_ Ph: \_\_\_\_\_

Hire Purpose: \_\_\_\_\_ Approx. No. of Participants: \_\_\_\_\_

### What category of user are you?

- Individual
- Anonamous Group
- Small Business with 7 or less employees
- Unfunded/Unstaffed Community Group
- Funded/Staffed Community Group
- Government Department or business with 8 or more employees

Do you have an  ACN or  ABN:.....

Is your activity for children aged under 18?  Yes  No

Public liability insurance to the value of \$10 million is required  Yes, I/we can provide it  
 No. I/we would like to be included under Jika Jika's insurance policy

Room/s requested:  Large Hall  Small Hall  
 Jika in the Park - Community room  Jika in the Park - Computer room

Date/s \_\_\_\_\_ Times: \_\_\_\_\_

Equipment or special needs: \_\_\_\_\_

## \*BOND REFUND - BONDS WILL BE REFUNDED INTO THE BANK ACCOUNT DETAILS PROVIDED BELOW:

Account name:	_____
BSB:	_____
Account number:	_____

### OFFICE USE ONLY

Accepted by..... Date / /  
Additional notes:

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
(Hall Hire Hours) (Hall hire rates) (Agreed Cost \$)

+ \$200.00 \_\_\_\_\_ = \_\_\_\_\_  
(Bond) (Agreed Total Cost \$)

Hall hire agreement sent Date / /

Signed agreement returned Date / /

PAID Amount \_\_\_\_\_ Date / / Receipt # \_\_\_\_\_

Entered into address book  Entered into Calendar

Confirmation key info email/hard copy: Date / /

Payment & Bond entered in spreadsheet:

Admin: Bond refund scheduled

Date bond refund scheduled: / /