

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:	_____

Accepted by..... Date / / Additional notes:	<p style="text-align: center;">OFFICE USE ONLY</p> <p>_____ x _____ = _____ (Hall Hire Hours) (Hall hire rates) (Agreed Cost \$)</p> <p>+ \$200.00 _____ = _____ (Bond) (Agreed Total Cost \$)</p> <p>Hall hire agreement sent Date / /</p> <p>Signed agreement returned Date / /</p> <p>PAID Amount _____ Date / / Receipt # _____</p> <p>Entered into address book <input type="checkbox"/> Entered into Calendar <input type="checkbox"/></p> <p>Confirmation key info email/hard copy: Date / /</p> <p>Payment & Bond entered in spreadsheet: <input type="checkbox"/></p> <p>Admin: Bond refund scheduled <input type="checkbox"/></p> <p>Date bond refund scheduled: / /</p>
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