

# 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
- Anonymouse 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  
 No, I/we would like to be included under City of Darebin's insurance policy (essential for party bookings)

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:

$$\frac{\text{_____}}{\text{(Hall Hire Hours)}} \times \frac{\text{_____}}{\text{(Hall hire rates)}} = \frac{\text{_____}}{\text{(Agreed Cost \$)}}$$

$$+ \frac{\text{\$200.00}}{\text{(Bond)}} = \frac{\text{_____}}{\text{(Agreed Total Cost \$)}}$$

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: / /