Jika Jika Community Centre
CASUAL HIRE APPLICATION / AGREEMENT

Name: .....

Address: .....

Organisation: .....

Phone: ..... **Email:** .....

Mobile: .....

Alternative contact: ..... **Ph:** .....

Purpose: ..... **Approx. No. of Participants:** .....

What category of user are you?

❑ Recreation ❑ Arts/Entertainment ❑ Self Help ❑ Advocacy ❑ Agency

❑ Other .....

Rooms requested: ❑ Large Hall ❑ Small Hall

❑ Jika in the Park - Community room ❑ Jika in the Park - Computer room

Date/s ..... **Times:** .....

Equipment or special needs: .....

I ..... **(PRINT NAME)** have read and agree to Jika Jika Conditions of Hire and agree to comply with these conditions. I understand that if I do not comply with these conditions I will forfeit part of or the entirety of my bond

Signature: ..... Date: .....

*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 $)

PAID Receipt #_____

Entered into address book ❑

Entered in Hall Hire Booking Schedule ❑

Confirmation key info email/hard copy: Date_____

Admin

Payment & Bond entered in spreadsheet: ❑

Bond refund scheduled in BB account: ❑ Date bond refund scheduled: / /