



Jika Jika Community Centre Inc
 Corner Plant and Union Streets
 Northcote Vic 3070
 Tel 9482 5100
 Email office@jikaJika.org.au
 Web www.jikaJika.org.au
 ABN 163 211 018 46

Application for regular use of Jika Jika Community Centre 2017

Group or activity name & purpose			
Your name			
Mailing Address			
Phone, email	Home	Work	
	Mobile		
	Email		
Person to send invoices to, if different to above	Name		
	Phone		
	Email		
Person to contact re access* and cleaning *NB: key safe code may be changed throughout year – this person will need to check their emails regularly	Name		
	Phone		
	Email		
Type of activity	Class	Workshop	Meeting Other
Number of participants (approx.)			
Working with Children Check All child-specific programs offered at Jika Jika will be conducted by hirers that hold current Working with Children Checks, in accordance with Jika Jika's Child Protection Policy	Is your activity for children up to 18 years of age? No Yes If yes, have you attached a copy of your current Working with Children Check?		
	Yes No – it will be provided by ____ / ____ /2017		
Room/s requested	Large Hall	Small Hall	
	Jika in the Park Gardens Community Room		
	Jika in the Park Computer Room		
Equipment or special needs			

OFFICE USE ONLY

Dates and times that you wish to use Jika Jika Community Centre <i>If you wish to book the Centre for a variety of times and days, please complete table below</i>		# of hrs pw	# of wks	Total hrs
Term 1 30 Jan – 31 March 2017 9 weeks Term break: 1 Apr – 17 Apr 11.5 weeks 30 Jan – 17 Apr	Day/s	Time		
	Dates - from _____ to _____ Dates to exclude: _____			
Term 2 18 Apr – 30 June 2017 11 weeks Term break: 1 Jul – 16 Jul 13 weeks 18 Apr – 16 Jul	Day/s	Time		
	Dates - from _____ to _____ Dates to exclude: _____			
Term 3 17 Jul – 22 Sep 2017 10 weeks Term break: 23 Sep – 8 Oct 12 weeks 17 Jul – 8 Oct	Day/s	Time		
	Dates - from _____ to _____ Dates to exclude: _____			
Term 4 9 Oct – 22 Dec 2017 11 weeks Term break: 23 Dec – 28 Jan 2018 16 weeks 9 Oct 17 – 28 Jan 18	Day/s	Time		
	Dates - from _____ to _____ Dates to exclude: _____			

Use this section to book for a variety of times and days:						
Term 1				Term 2		
	Date	Day	Times	Date	Day	Times
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
Term 3				Term 4		
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

Promotion – please tick and provide details if you would like to be included in Jika Jika’s:

Brochure Website

Provide details for inclusion (note, these may need to be edited for space requirements)

Title
Sub-title (optional)
Days and times
Dates (optional)
Details (40 words maximum)
Contact name and phone number
Contact email address (optional)
Web address (optional)

Note: website entries can also include images and logos – please email to admin@jikajika.org.au with this form advising they are to be included in the website listing

****PLEASE COMPLETE:**

I/We accept Jika Jika’s ‘Hall Hire Terms & Conditions 2017’ & agree to ensure that our group fulfills these conditions.	Signature
	Date

OFFICE USE ONLY

Accepted by		Date		
<input type="checkbox"/> Hall hirer added/updated in Jika Jika Hall Hirers address book <input type="checkbox"/> WWC received		<input type="checkbox"/> Payment rate included in address book <input type="checkbox"/> WWC recorded in register <input type="checkbox"/> Booked in calendar		
Unfunded & Unstaffed Community Group /Individual Rate		Small business/ Funded & Staffed Community Group Rate	Large Business/ Government Rate	
Anonymous Group Rate				
Regular Hourly Rate: \$ _____ X	Total hours T1	=	Term 1 fee \$	Inv # Sent / / Payment Plan <input type="checkbox"/> Paid <input type="checkbox"/> Receipt #
	Total hours T2		Term 2 fee \$	Inv # Sent / / Payment Plan <input type="checkbox"/> Paid <input type="checkbox"/> Receipt #
	Total hours T3		Term 3 fee \$	Inv # Sent / / Payment Plan <input type="checkbox"/> Paid <input type="checkbox"/> Receipt #
	Total hours T4		Term 4 fee \$	Inv # Sent / / Payment Plan <input type="checkbox"/> Paid <input type="checkbox"/> Receipt #
Email/hard copy key safe code		Date _____		
Promotion: <input type="checkbox"/> Website <input type="checkbox"/> Brochure <input type="checkbox"/> Facebook				
Reduced Rate	Start Date of reduced rate	Date of Review		
\$				