



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

Regular Hall Hire Request

2018 – Mon 28 Jan 2019

This form is the first step to apply to hire a room at Jika Jika. The information contained in this form will be used to produce a Hall Hire Agreement that must be signed. The Hall Hire Agreement contains the terms and conditions of hire, the cost of hire and the date payment is required.

Term 1 Mon 29 Jan – Thu 29 Mar	Term 2 Mon 16 Apr – Fri 29 Jun	Term 3 Mon 16 Jul – Fri 21 Sep	Term 4 Mon 8 Oct – Fri 21 Dec
Public Holidays: Mon 12 Mar, Fri 30 Mar – Mon 2 Apr	Public Holidays: Wed 25 Apr, Mon 11 Jun	Public Holiday: Fri 28 Sep	Public Holidays: Tue 6 Nov, Tue 25 Dec – Wed 26 Dec, Tue 1 Jan 2019, Mon 28 Jan 2019

Group or activity name & purpose	
Booking category	<input type="checkbox"/> Individual <input type="checkbox"/> Unfunded/Unstaffed Community Group <input type="checkbox"/> Small business with 7 or less employees <input type="checkbox"/> Anonymous Group <input type="checkbox"/> Funded/Staffed Community Group <input type="checkbox"/> Government Department <input type="checkbox"/> Business with 8 or more employees
ABN or ACN	ABN _____ ACN _____
Your name	
Mailing Address	
Phone, email	Phone H _____ W _____ Mob _____ Email _____
Please send invoice/s to, if different to above	Name..... Address..... Phone..... Email.....
Type of activity	<input type="checkbox"/> Class <input type="checkbox"/> Workshop <input type="checkbox"/> Meeting <input type="checkbox"/> Party <input type="checkbox"/> Other:.....
Working with Children Check	Is your activity for children up to 18 years of age? <input type="checkbox"/> No <input type="checkbox"/> Yes
Number of participants (approx.)	
Public Liability Insurance Required to value of \$10 million	<input type="checkbox"/> Yes, it can be provided <input type="checkbox"/> No. I would like to be included under Jika Jika's insurance policy
Equipment or special needs	



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

Regular Hall Hire Request

This form is the first step to apply to hire a room at Jika Jika. The information contained in this form will be used to produce a Hall Hire Agreement that must be signed. The Hall Hire Agreement contains the terms and conditions of hire, the cost of hire and the date payment is required.

Promotion Please provide a short summary Contact details	<input type="checkbox"/> Brochure <input type="checkbox"/> Jika's website <input type="checkbox"/> Facebook – please send an image to admin@jikajika.org.au Name.....Phone..... Email..... Website.....
--	---

Room/s Requested:

Large Hall Small Hall Jika in the Park Gardens Community Room

Jika in the Park Computer Room

Does your regular booking occur:

Weekly Monthly Other:.....

Weekday: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Day 1	Day 1	Day 2	Day 2
Start Time	Finish time	Start Time	Finish Time

Start Date Finish Date OR No Finish Date

Dates to exclude:

OR From To

If you would like to book a variety of dates and times, please specify:

Day	Date	Start Time	Finish Time	Room/s requested

OFFICE USE ONLY

Accepted by _____	Date _____
-------------------	------------

WWCC required
 Hire Agreement Sent / / Signed Hire Agreement received / /

Hall hirer added/updated in Jika Jika Hall Hirers address book Payment rate included in address book
 WWCC received WWCC recorded in register 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	T1 # hrs pw	# weeks	Total hrs T1	=	Term 1 fee \$	Inv # Sent / /		
						Payment Plan <input type="checkbox"/>	Paid <input type="checkbox"/> Receipt #	
	T2 # hrs pw	# weeks	Total hrs T2		Term 2 fee \$	Inv # Sent / /	Payment Plan <input type="checkbox"/>	Paid <input type="checkbox"/> Receipt #
	T3 # hrs pw	# weeks	Total hrs T3		Term 3 fee \$	Inv # Sent	Payment Plan <input type="checkbox"/>	Paid <input type="checkbox"/> Receipt #
T4 # hrs pw	# weeks	Total hrs T4		Term 4 fee \$	Inv # Sent / /	Payment Plan <input type="checkbox"/>	Paid <input type="checkbox"/> Receipt #	

Email/hard copy key safe code _____ Date / /

Promotion: Website Brochure Facebook

Reduced Rate	Start Date of reduced rate	Date of Review
\$		