



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 for regular hall hire
 between Tue 28 Jan 2019 - Mon 27 Jan 2020

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.

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 _____
Tick here if you do not wish to receive Jika Jika Community Centre's e-newsletter, issued once a term		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		
Promotion		<input type="checkbox"/> Brochure <input type="checkbox"/> Jika's website <input type="checkbox"/> Facebook – please send an image to admin@jikajika.org.au
Please provide a short summary		
Contact details		Name _____ Phone _____ Email _____ Website _____

OFFICE USE ONLY

Accepted by _____	Date _____
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WWCC required WWCC received WWCC recorded in register
 Hire Agreement Sent / / Signed Hire Agreement received / /

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

Booking confirmed Date / / Email/hard copy key safe code Date / /

Promotion: Website Brochure Facebook

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