

Newport Community Hub

HOBSONS
BAY CITY
COUNCIL



2017-18 Venue Hire / Booking Application

Date:							
Contact Details							
Name:							
Organisation:							
Event details							
Event Name:							
Start date:				Finish Date:			
Entry time:				Exit time:			
Day:	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun
Frequency of booking:	<input type="checkbox"/> Once only		<input type="checkbox"/> Weekly		<input type="checkbox"/> Fortnightly		<input type="checkbox"/> Monthly
Do you operate during:	Public holidays <input type="checkbox"/> Yes <input type="checkbox"/> No		School holidays <input type="checkbox"/> Yes <input type="checkbox"/> No			Festive / Summer holidays <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of Attendees:				Preferred Room: <i>(if known)</i>			
Full Payment is required in advance to confirm your booking.							
Preferred Payment Method:	Credit Card/EFTPOS/Cash		To be invoiced				

This document becomes a tax invoice for GST purposes on receipt of payment.

Hobsons Bay City Council
115 Civic Parade
Altona
Vic 3018
ABN: 24 936 107 898

Invoice to:

Hire Costs

Room Details	Number of Hours	Rate	Amount
Other Costs		Rate	Amount
Bond			
Insurance			
Waste Removal			
Stage Removal or Adjustments			
Total		Includes GST of \$	

Privacy Collection Statement

Hobsons Bay City Council is committed to protecting your privacy. The personal information collected on this form will only be used by Council for the purpose of processing your application to hire a Council facility. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. You have a right to access your personal information and make corrections. If you have any queries or wish to gain access to amend your information, please contact the Newport Community Hub on telephone (03) 9932 1234.

Office Use Only

Notes:						
Availability Confirmed:		Tentatively in booking system:		Confirmed/Cancelled in booking system:		
Viewing Appointment and Room Requirements Completed:						
Signed Customer Information form received		Insurance Information received		Site Induction & access requirements finalised		Staff Initials