



**SCHEDULE 4 to TERMS AND CONDITIONS OF USE  
APPLICATION FORM FOR FACILITY HIRE – PRIVATE FUNCTION HIRE**

**APPLICANT DETAILS**

|                                    |                  |                |
|------------------------------------|------------------|----------------|
| <b>Name of organisation/group:</b> |                  |                |
| <b>Contact Person:</b>             |                  |                |
| <b>Address:</b>                    |                  |                |
| <b>Email:</b>                      |                  |                |
| <b>Tel (BH):</b>                   | <b>Tel (AH):</b> | <b>Mobile:</b> |

**FUNCTION DETAILS**

|  |  |                              |                             |
|--|--|------------------------------|-----------------------------|
| Proposed Day:  |  | Proposed Date:               |                             |
| Proposed start and finish times (including set up and pack)  |  | Start:                       | Finish:                     |
| Brief description of function you wish to conduct at the Centre:   |  |                              |                             |
| Estimated number of people attending the function:<br>(Max legal capacity for Hall is 100, Meeting Room 12)  |  |                              |                             |
| Is the function registered with the Victorian Police “Party Safe Program”?   |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Will alcohol be served? The use of kegs or barrels is prohibited.  |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Will alcohol be <b>sold</b> at the function, either directly or an inclusive charge?<br>If alcohol is to be sold (yes to above question) a copy of the current licence must be provided. |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

**Definition**

**Private Function Hire** means a group or person who requires hire of Oakgrove Community Centre for a private function usually held on a one off basis on any given night.

**9. Cancellation of Agreement**

Any cancellation of an agreement for the hire of the premises shall be made in writing at least fourteen (14) days’ notice prior to the function. All monies paid in respect of the hire fees and bond, as set within the Terms and Conditions of Use shall be refunded to the hirer. Any cancellation of an agreement for the hire of the premises made with less than fourteen (14) days’ notice will incur a cancellation penalty of 50% of the hire fees as set within the Terms and Conditions of Use.



**SCHEDULE 4 to TERMS AND CONDITIONS OF USE**

**GROUP DETAILS**

|  |  |
|--|--|
| Is your group: <input type="checkbox"/> Not for Profit Community   | <input type="checkbox"/> Business                        |
| Is your group Incorporated?  | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Does your group have Public Liability Insurance cover?   | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| If your group does have Public Liability Insurance (YES to the above question) a copy of the policy must be provided.  |  |
| If your group does not have Public Liability Insurance (NO to the above question) the hirer agrees to pay the Public Liability Insurance charge of \$25.00 per instance of hiring. |  |

**AGREEMENT**

|   |   |                |                |
|---|---|----------------|----------------|
| <ol style="list-style-type: none"> <li>I hereby apply to hire Oakgrove Community Centre facilities details as completed above.</li> <li>I certify that I have obtained a current copy of the Terms and Conditions of Use undertake to comply with all these conditions. <b><i>Please read the Terms and Conditions of Use carefully – they are part of the legal contract that you and your group or organisation enters into when you sign the Agreement.</i></b></li> <li>Where the hirer is a company or an incorporated association, I am authorised by the hirer to complete the Application Form on the hirer’s behalf and acknowledge that I am personally responsible for ensuring that the hirer complies with the Terms and Conditions of Use.</li> <li>The hirer(s) hereto agree to indemnify and to keep indemnified and to hold harmless the Council, its servants and agents and of each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against it or any of them arising out of or in any way related to the hire of the facility herein.</li> <li><b>Payment:</b></li> </ol> |   |                |                |
| <b>Deposit:</b>   | Non-refundable booking fee                  |                | <b>\$25.00</b> |
| Facility Hire Fee:  | \$  | Security Bond: | \$ 450         |
| Public Liability:   | \$ 25                                       | Key Bond:      | \$ 50          |
| <b>Bank Details:</b>  | Account Name: Oakgrove Community Centre Inc |                |                |
| BSB: : 633 000  | Account No : 1527 87941                     |                |                |
| Applicants Name :   |   |                |                |
| Applicants Signature:   |   |                |                |
| Date:   |   |                |                |

Please complete this form and return to Email: [office@oakgrovecc.org.au](mailto:office@oakgrovecc.org.au)  
Lodgement of this form does not guarantee use of the facility.