



The Hirer AGREES to the Terms and Conditions of Hire as previously given to the Hirer, and to the following Parts pertaining to the aforementioned Terms and Conditions of Hire
 (this is a digital form – please save once complete with your name and send to hall@kcda.org.au)

NAME AND ADDRESS OF HIRER				
Name of Responsible Person				
Address:				
Phone / Mobile: Bus				
Email				
BOOKING DETAILS				
Name of event/purpose of Hire			No of attendees	
Date / Dates Required	From	To		
Duration of Use No of days	Access time from	Access time to		
FACILITIES REQUIRED				
COMMUNITY CENTRE		KITCHEN (food handling certificate required for catering)		
EXTERNAL CATERER REQUIRES ACCESS		CATERER CONTACT DETAILS		
CROCKERY & CUTLERY	DISHWASHER	FOOD FRIDGE	DRINKS FRIDGE	OVEN
WHITEBOARD	PROJECTOR			
OTHER (please specify)				
CHARGES (please calculate based on the below criteria)				
Rental \$200 or \$30/hour (minimum 1.5 hours)			\$	
Kitchen \$35/day			\$	
Bond \$200 or \$1000 for 21 st or 18 th Birthdays			\$	
Insurance * \$65 if no personal liability insurance (certificate)			\$	
Cleaning Fee 75 for half day (up to 4 hours) or \$150 for 4 or more hours			\$	
TOTAL			\$	

I/We agree to the hire of the Community Centre as set out in the Terms & Conditions attached:

Signed	Name	Date
** I have attached my Public Liability certificate of currency with this form		