

Venue Hire Application

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West Ryde
Community Church

About this form: This form is used to apply for venue hire of West Ryde Community Church (WRCC) properties.

Part 1: Applicant details			
Organisation:		ABN No.:	
Given names:		Family name:	
Postal address:			
Suburb:		Postcode:	
Mobile:		Phone:	
Email:			

Part 2: Venues			
	Venue:	Location:	Capacity:
<input type="checkbox"/>	Auditorium	Ground, 1038 Victoria Rd, West Ryde	150
<input type="checkbox"/>	Meeting room 1	Ground, 1038 Victoria Rd, West Ryde	20
<input type="checkbox"/>	Meeting room 2	Level 1, 1038 Victoria Rd, West Ryde	20
<input type="checkbox"/>	Office 1	Level 1, 1038 Victoria Rd, West Ryde	3
<input type="checkbox"/>	Office 3	Level 1, 1038 Victoria Rd, West Ryde	3
<input type="checkbox"/>	Hall	Ground, 1040 Victoria Rd, West Ryde	150

Part 3: Hire details			
Hire start date:		Hire end date:	
Start time: (including set-up)		End time: (including pack-up)	
Description of activity:			
Estimated attendance:			
Describe all advertising which is proposed:			
List all equipment, furniture, decorations, audio-visual systems that is proposed:			

Part 4: Hire licence conditions
Licence conditions include those contained within part 1 of the <i>Hall Hirers Licence</i> .
Compliance with the NSW Office of Children's Guardian (NSWOCG) Child Safe Standards is a condition of any lease or licence to occupy or otherwise use any property or facilities of WRCC. For more information about the Child Safe Standards please see https://www.kidsguardian.nsw.gov.au/child-safe-organisations/become-a-child-safe-organisation/child-safe-standards .

Part 5: Payment terms
Refer to the schedule at https://www.westrydecc.org.au/venues .
Fees and charges are payable in advance to confirm the hire.
An invoice will be issued for the total fees and charges payable. Payment is by electronic funds transfer (EFT).
The bonds are refundable provided the terms and conditions are met.

Part 6: Supporting documentation checklist	
Before you submit this application, please check that you have:	
<input type="checkbox"/>	Completed this application in full
<input type="checkbox"/>	Provided the applicant's ABN (if applicable)
<input type="checkbox"/>	Completed part 1 of <i>Hall Hirers Licence</i>
<input type="checkbox"/>	Provided evidence of a \$10 million public liability insurance or Completed part 2 of <i>Hall Hirers Licence</i> (private family functions only)
<input type="checkbox"/>	Provided a copy of either a driver's licence or passport
<input type="checkbox"/>	Provided evidence of not-for-profit (if applicable) for discounted rates
<input type="checkbox"/>	Completed <i>Declaration of Commitment to Child Safe Standards</i>

Part 7: Declaration	
<input type="checkbox"/>	I certify that the supplied information is true and correct
<input type="checkbox"/>	I have read and understand the terms and conditions and I agree to abide by them
Signature:	Date:

Church use only – fees and charges			
Bond charge:	\$	Hire fees:	\$
Key bond charge:	\$	GST (if applicable):	\$
Bond charges subtotal:	\$	Hire fees subtotal:	\$
Invoice total (Bonds charges subtotal + Hire fees subtotal):			\$
Church use only - authorisation			
<input type="checkbox"/>	Hire agreed		
<input type="checkbox"/>	Hire agreed with conditions:		
<input type="checkbox"/>	Hire declined		
Name:	Position:		
Signature:	Date:		