

# SCOTLAND ISLAND RESIDENTS' ASSOCIATION



## SCOTLAND ISLAND COMMUNITY HALL APPLICATION TO HIRE

CONTACT HALL BOOKING OFFICER  
PHONE: 9999 4092  
EMAIL: [kezborthwickbolton@gmail.com](mailto:kezborthwickbolton@gmail.com)

NAME / ORGANISATION					
CONTACT NAME					
OFFICIAL POSITION (I.E. PRESIDENT, SECRETARY)					
POSTAL ADDRESS					
HOME PHONE					
MOBILE PHONE					
EMAIL					
TYPE OF ACTIVITY (E.G. FUNCTION, WORKSHOP, CLASS, REHEARSAL, PERFORMANCE, CHILDREN'S PARTY)					
IF FUNCTION PLEASE STATE TYPE					
SPECIAL REQUIREMENTS (E.G. TABLES, CHAIRS ETC)					
NUMBER ATTENDING					
IS THERE LIQUOR TO BE SERVED					
WORKING WITH CHILDREN					
During the period of hire will there be any paid or unpaid workers in employment that primarily involves unsupervised direct contact with children under the age of 18 years of age?					
Yes <input type="checkbox"/>			No <input type="checkbox"/>		
If you answered yes to the above, you will need to comply with the applicable legislation particularly including child protection legislation. Look at the government website (link attached) for child-safe and child-friendly guidelines <a href="http://www.kidsguardian.nsw.gov.au/check">www.kidsguardian.nsw.gov.au/check</a>					
DATE OF APPLICATION					
HIRE DATE(S)/TIME(S)					
SINGLE HIRE		DAY/DATE	START TIME	FINISH TIME	ACTIVITY TYPE
MULTIPLE HIRE		DAY/DATE	START TIME	FINISH TIME	ACTIVITY TYPE
SCHOOL TERM HIRE		DAY/DATE	START TIME	FINISH TIME	ACTIVITY TYPE
• TERM 1:					
• TERM 2:					
• TERM 3:					
• TERM 4:					
NOTE: BOOKINGS/HIRING TIME MUST INCLUDE SETTING UP AND PACKING UP/CLEANING					

**SCOTLAND ISLAND RESIDENTS' ASSOCIATION**  
**SCOTLAND ISLAND COMMUNITY HALL**  
**AGREEMENT TO HIRE**



**Contact: Hall Booking Officer**  
**Phone: 9999 4092**  
**Email: kezborhwickbolton@gmail.com**

**(Hall Manager - Phone: 0413 485 046 - Email: savvyprint@me.com)**

1. I hereby agree to abide by the SIRA Scotland Island Community Hall Terms and Condition of Hire as at July 2014 (“*SI Hall Terms and Conditions*”) and hereby undertake to notify the SIRA Hall Manager immediately should I become aware of any non-compliance with this agreement or the SI Hall Terms and Conditions.
2. I hereby warrant and represent that the information supplied in my application is correct, and I will advise SIRA Hall Booking Officer immediately, should there be any alteration or additions to information supplied.
3. I hereby warrant and represent that I have complied with the Terms and Conditions and that I will continue to do so. I hereby acknowledge that SIRA will rely on a warranty given or a representation made pursuant to this paragraph.
4. I understand that I will be required to pay a bond (\$500). I agree that the bond money may be paid by cheque or electronic funds transfer and that the bond money will be returned following hire subject to inspection and report and compliance with specified booking times.
5. I understand that I will be required to pay a key deposit (\$50). I agree that the key deposit may be paid by cheques or electronic funds transfer and that the key deposit will be returned following return of the key or keys.
6. I understand that I will be required to pay for all bookings unless cancellations are made in writing 14 days prior to the date booked.
7. I understand I am responsible for leaving the hall clean and tidy, making good any damage and for the behaviour of all persons attending the premises at any time in connection with my booking.
8. I have received, read and understand the Safety Information for Hirers and Emergency Evacuation Plan for the hall.
9. I hereby warrant and represent that I have complied with and will continue to comply with “working with children” (see <http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>) where applicable.
10. I hereby warrant and represent, any portable electrical equipment or leads that I bring in to the SI Community Hall shall comply with the Occupational Health and Safety Act 2000 (The Act) and the Regulation as per the attached link:  
[http://www.workcover.nsw.gov.au/formspublications/publications/Documents/electrical\\_equipment\\_risk\\_assessment\\_checklist\\_4862.pdf](http://www.workcover.nsw.gov.au/formspublications/publications/Documents/electrical_equipment_risk_assessment_checklist_4862.pdf)

I acknowledge that I agree to enter into [this agreement](#) and have read, understood and accept the terms and conditions for Scotland Island Community Hall hire in [Scotland Island Community Hall Information for Hirers](#).

**Name (please print):** \_\_\_\_\_

**Date:**