

MERINDA PARK LEARNING & COMMUNITY CENTRE INC

APPLICATION FOR CASUAL FUNCTION HIRE

I/We hereby apply to hire the _____ room/s at the Merinda Park Community Centre Inc.

Name of Applicant :(Please print _____

Name of Organisation: (if applicable) _____

ABN No: (if applicable) _____

Address of Applicant: _____

Contact Person: Name and Title: _____

Contact person's email: _____

Other contact during party: _____

Business Telephone: _____ Home Telephone: _____

Mobile:.....

Day/Date Required: _____

Hours of use: (ie. 9.30 – 11.30 am) Please include set up and clean up times

Purpose of Hire: _____

Approximate number of people expected to attend function: _____

Average age of guests: _____

Adult supervisor present: Yes No

If yes, number of supervising adults: _____

Pre-authorisation

Card: MasterCard/Visa card _____ / _____ / _____ / _____ Exp _____ / _____ CCV _____

I, being over the age of twenty one years, hereby acknowledge having received a copy of, and understand, the current Conditions of Hire and undertake to comply in all respects with such conditions. I further accept the rental charge as specified above.

Please note, we have many permanent / casual hirers throughout the week which may be in before or after your function

Signature of Applicant: _____

If signing on behalf of an organisation, has proof of authorisation been sighted? Yes/No

Drivers Licence Number: (Copy to be attached) _____

Additional questions that must be answered.

Will alcohol be served at the function?
(the use of barrels or kegs of beer is prohibited) Yes No

Will alcohol be sold at the function, either directly or,
an inclusive charge? Yes No

Will BYO alcohol be allowed? Yes No

Is there a strategy to control excessive consumption of alcohol? Yes No

Will alcohol be consumed by, or served to a child
under the age of 18 years? Yes No

If yes, have you obtained written/verbal permission from the
parent/spouse or guardian to consume alcohol by a child under the age
of 18 years: Yes No

Do you have an Emergency Medical Plan? Yes No

Note: Section 119(3) of the Liquor Control Reform Act 1998 details offences of serving/providing alcohol to a child under 18 years without written or verbal permission from a parent, guardian or spouse (if the spouse is of or over the age of 18 years)

Has this party been advertised on the Internet or social networking sites?

Posted as Private Event Posted as Public Event Not posted

Security company name (if applicable): _____

Security contact number (if applicable): _____

Booking Officer Signature: _____



Merinda Park Learning & Community Centre Inc

A0028764B

ABN 69 093 616 835

Melways Ref. 129 F8

RTO 3952

Phone: (03) 5996 9056

141-147 Endeavour Drive, Cranbourne North 3977

Fax: (03) 5996 9434

P.O. Box 7144 Cranbourne North 3977

Email: admin@merindapark.com.au

Web: www.merindapark.com.au

Date: _____

Dear Hall Hirer,

Thank you for your enquiry about hiring MPLCC facilities. Please make sure you read the conditions of hire carefully before signing this document.

It is your responsibility as a hirer to read the "Victoria Police Party Safe Program" information and complete all details on the application form to allow Merinda Park to register your party with the Victorian Police.

For further information and full booklet on the Party Safe Program please go to:-

<http://www.police.vic.gov.au/partysafe>

Please sign & tick checklist below in front of a MPLCC staff member.

Thank you.

MPLCC Management

- Received and completed hall hire contract
- Received and read conditions of hire
- Received and read 'Victoria Police Party Safe Program' brochure

I, _____ accept the responsibility of maintaining a safe party environment and authorise Merinda Park Learning & Community Centre to register our party with the Victorian Police. I understand that in the event of damage to the premises, I am liable for all costs in relation to repairs.

Name: _____ Date: _____

Signature: _____

Witnessed by MPLCC Staff Member

Name: _____ Date: _____

Signature: _____