

## Carine Clubrooms Regular Hire Application Form

This form is for the purpose of registering your interest in venue hire of the Carine Reserve Hall.

The Terms and Conditions of Hire must be read and understood prior to completion of this form. The application form must be received by the Carine Reserve Hall Management Committee (CRHMC) at least 15 business days (three weeks) prior to the first booking date.

Submission of this form does not, in any way, guarantee your booking. The City of Stirling has the right to determine whether the type of event is in the best interest of the City and its ratepayers. Refer to Terms and Conditions of Hire for further information.

### **Applicant's Details**

Surname:	First Name:
Organisation Name:	
Position within Organisation:	Is the Organisation Not-For-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address:	
Phone (H):	Phone (W):
Phone (M):	Is your mobile phone an iPhone? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email:	

### **Secondary Contact's Details**

Surname:	First Name:
Position within Organisation:	Phone:
Email:	

### **Billing Details:**

Same as Applicant's Details?  Yes  No

Surname:	First Name:
Address:	
Phone (H):	Phone (W):
Phone (M):	
Email:	

**Invoice Frequency:**     Monthly                       Quarterly                       Annually

*\*\*\*Please note: Accounts are due and payable one month in advance of the booking month/quarter/year\*\*\**

*Invoices and receipt of payment will be delivered to the above email address*

*Payment is to be made electronically to the following account*

**Bank:** Westpac  
**BSB :** 036-062  
**Account:** 216370

**Booking Details**

- Please fill out a separate 'Booking Details' page for each day of the week you hire if the booking times are different for each day.
- **Booking times are in 30 minute increments i.e. half hour (\_ \_:30) or full hour (\_ \_:00) only.**
- You must include all set up/pack away in your booking times. You will automatically be allocated a minimum of 15 minutes before and after your booking for set up/pack away, however, if you require more than 15 minutes, you will need to book it.
- **All dates circled on the calendar will be booked, subject to availability.** It is your responsibility to take into account Public and School Holidays. A list of holidays is available on the next page.

Booking Description (i.e. Social Badminton, Dance Classes, English Tuition):

Carine Club Rooms – :			Attendees per Booking:
Room:	Booking Start Time:	Booking End Time:	
Room:	Booking Start Time:	Booking End Time:	
Room:	Booking Start Time:	Booking End Time:	
Room:	Booking Start Time:	Booking End Time:	

# 2018

**January**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

**February**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

**March**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

**April**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

**May**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

**June**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

**July**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

**August**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

**September**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

**October**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

**November**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

**December**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

**Public Holidays in Western Australia for 2018**

New Years Day	Monday 1 January
Australia Day	Friday 26 January
Labour Day	Monday 5 March
Good Friday	Friday 30 March
Easter Monday	Monday 2 April
ANZAC Day	Wednesday 25 April
Western Australia Day	Monday 4 June
Queens Birthday	Monday October 1
Christmas Day	Tuesday 25 December
Boxing Day	Wednesday 26 December

**School Holidays for 2018**

(Autumn) 14 April to 29 April
(Winter) 30 June to 15 July
(Spring) 22 Sept to 7 Oct
(Summer) 14 Dec to 3 Feb, 2019

**Declaration**

I have read, understood and accept the terms, conditions and general information specified in the "Regular Hire Application Form". I agree to comply with the Schedule of Fees and Charges that also form part of these conditions.

Further, I verify that I am over 18 years of age and am in a position to accept these terms and conditions on behalf of the organisation/group that I represent. I will, to the best of my abilities, ensure that all members of my organisation/group are aware of the information contained in the specified documents, as well as their responsibilities when using the venue and facilities.

I declare that the information contained in this application form is, to the best of my knowledge, true and correct.

Applicant's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

Date Received:	Staff Signature:
Date Processed:	Rental Number:
Bond Details:	Staff Signature: