

## Carine Clubrooms Regular Hire Application Form

This form is for the purpose of registering your interest in hiring the Carine Clubrooms..

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 Clubrooms Committee (CCC) 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 CCC and the City of Stirling have 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):	
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 for invoices:	

*Invoices are prepared monthly and are payable within 14 days of date of invoice.*

*Invoices will be emailed to the billing email address*

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

**Bank:** Westpac

**BSB :** 036-062

**Account:** 216370

**Booking Details**

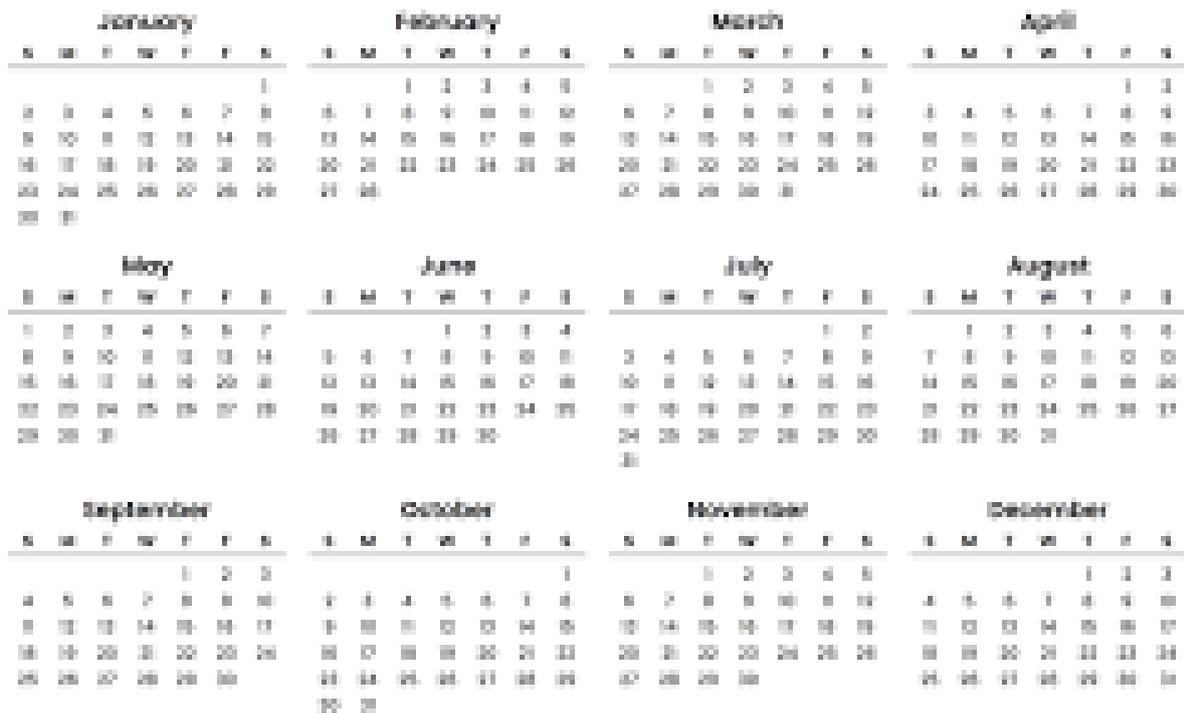
- Please fill out a separate 'Booking Details' page for each day of the week you hire if the booking times are different for each day.
- **Booking times are in 30 minute increments i.e. half hour (\_\_:30) or full hour (\_\_:00) only.**
- You will automatically be allocated 15 minutes before and after 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):

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Carine Clubrooms – :		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:

# 2022 Calendar



**Public Holidays in Western Australia for 2022**

Labour Day	Monday 7 March
Good Friday	Friday 15 April
Easter Monday	Monday 18 April
ANZAC Day	Monday 25 April
WA Day	Monday 6 June
Queens Birthday	Monday 26 September
Christmas Day	Sunday 25 December
Boxing Day	Monday 26 December
Boxing Day Holiday	Tuesday 27 December

**School Holidays for 2022**

(Term 1) 31 January to 8 April
(Term 2) 26 April to 1 July
(Term 3) 18 July to 23 Sept
(Term 4) 10 Oct to 15 Dec

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