

**Office Use:**  
 Received copy of Public Liability \_\_\_\_\_  
 Signed Checklist for new users \_\_\_\_\_  
 Bond received \$ \_\_\_\_\_  
 Full payment received \$ \_\_\_\_\_

**Casual Room Hire Contract**  
Effective from the 1<sup>st</sup> July 2014

This Contract is between \_\_\_\_\_ ABN \_\_\_\_\_

and the Camden Community Centre Incorporated and is effective from the 1<sup>st</sup> February 2013

Date / Days / Times Requested \_\_\_\_\_

Key Collection Time / Date \_\_\_\_\_

Reason for use of the facility \_\_\_\_\_

Number of people attending \_\_\_\_\_

Special Requirements \_\_\_\_\_

Name of Hirer \_\_\_\_\_

Address \_\_\_\_\_

Home \_\_\_\_\_

Mobile \_\_\_\_\_

**Second Contact**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home \_\_\_\_\_

Mobile \_\_\_\_\_

Will alcohol be served?  Yes  No (If yes – Hirer accepts responsibility for License requirements)

Are you a Not For Profit Organization?  Yes  No

**Hire Fee** \_\_\_\_\_ hour/s @ \$ 55.00 per hour \$ \_\_\_\_\_

**Hire Fee:** \$ \_\_\_\_\_

**Less 10% discount** (Not for Profit organization) \$ \_\_\_\_\_

**Total Hire Fee:** \$ \_\_\_\_\_ (inc GST)

**Casual Hirers:** Bond Payment of \$ 250.00 is required 7 days prior to your booking date  
 Bond refunded \$ ..... Date ..... Signature .....

I have read and understand the **Conditions of Hire** (and **Check list** for new users) and agree to abide by them.

**Signature of Hirer** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature of Admin Officer** \_\_\_\_\_

**Date** \_\_\_\_\_