



Warringah Council

Community Centres: Hire Application 2012

warringah.nsw.gov.au

Please return this completed application form, and a current copy of your Public Liability Insurance Certificate of Currency and Workers Compensation if applicable to:

Tramshed Arts & Community Centre
1395A Pittwater Rd, Narrabeen NSW 2101
T: 9913 3231
F: 9970 7904

Forest Community Arts Centre
PO Box 232, Forestville NSW 2087
T: 9452 1065
F: 9975 1037

E: communitycentrebookings@warringah.nsw.gov.au

Rental No:

_____ office use only

Centre Details

Centre Name Room/Hall Required

Contact Information

Organisation ABN

Contact name

Official Position

Postal Address
(for invoices)

Home Ph Bus. Ph

Mobile Fax

Email

Your Function / Activity

Description of activity _____
(please provide sufficient detail)

Number of people expected to attend your activity per hour or per function or per week

If you are a new hirer how did you find out about the centre?

Please Note

For larger groups who have multiple bookings and time slots (e.g. dance/ churches/ sporting groups) please attach your details to this form.

(Hours of use must include set-up and pack-up times, as there may be other bookings either side of the hours booked).

The minimum booking time for **functions is 4 hours.**

The minimum booking time for **regular hire is 1 ½ hours.**

Keys may be collected from the relevant Booking Office, on the Thursday or Friday prior to your function between 9am and 4:30pm.

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continued



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Regular and Casual Hirers - 2012

Please circle or highlight the dates you require on the calendar below and include **start and finish dates**

| S | M | T | W | T | F | S |
|------------------|----|----|----|----|----|----|
| JANUARY | | | | | | |
| 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 | | | | |
| S | M | T | W | T | F | S |
| MAY | | | | | | |
| | | 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 | | |
| S | M | T | W | T | F | S |
| SEPTEMBER | | | | | | |
| 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 |

| S | M | T | W | T | F | S |
|-----------------|----|----|----|----|----|----|
| FEBRUARY | | | | | | |
| | | | 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 | | | |
| S | M | T | W | T | F | S |
| JUNE | | | | | | |
| | | | | | 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 |
| S | M | T | W | T | F | S |
| OCTOBER | | | | | | |
| | 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 | | | |

| S | M | T | W | T | F | S |
|-----------------|----|----|----|----|----|----|
| MARCH | | | | | | |
| | | | | 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 |
| S | M | T | W | T | F | S |
| JULY | | | | | | |
| 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 | | | | |
| S | M | T | W | T | F | S |
| NOVEMBER | | | | | | |
| | | | | 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 | |

| S | M | T | W | T | F | S |
|-----------------|----|----|----|----|----|----|
| APRIL | | | | | | |
| 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 | | | | | |
| S | M | T | W | T | F | S |
| AUGUST | | | | | | |
| | | | 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 | |
| S | M | T | W | T | F | S |
| DECEMBER | | | | | | |
| 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 |

Public and School Holidays for 2012 - highlighted

Please indicate times/hours

| | | |
|------------|-----------|---|
| Monday: | Thursday: | Sunday: |
| Tuesday: | Friday: | Does your activity operate on: Public Holidays Yes <input type="checkbox"/> No <input type="checkbox"/> School Holidays Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Wednesday: | Saturday: | |

Agreement to Terms and Conditions

The supply of information on this form is required, failure to supply the information may result in delays or rejection of your application. The details provided are not publicly available. At any time you may have access to view or correct any information you have supplied. The information you have supplied will be stored at Council offices.

I have read the terms and conditions of hire and understand and accept them.

Hirer's signature Date _____ / _____ / _____

Hirer's name (please print)