



Ballarat South Community Hub

Managed by the
Ballarat Neighbourhood Centre



Application for Casual Use

Note:

All room bookings are subject to the Casual Hire Agreement conditions of use, which require the facility to be left clean and tidy. Please refer to this document for a full list of conditions

Applicant Particulars	
Group or Organisation	
ABN / ACN	
Contact Details:	Telephone: Mobile: Email:
DETAILS for INVOICING <i>(Account Name and Contact)</i>	Account Name: EMAIL:
Postal Address for invoicing.VIC.....

Booking Details	
Booking Dates
Booking Times
Is the Booking Ongoing	No / Yes
Type of Activity	<input type="checkbox"/> RTO: Class <input type="checkbox"/> Meeting <input type="checkbox"/> Community Group Activity Other (please specify)
Number of people expectedAdults.....Children

Area(s)/Room(s) Required	<input type="checkbox"/> Function Room <input type="checkbox"/> Full <input type="checkbox"/> Half <input type="checkbox"/> Kitchen <input type="checkbox"/> Meeting Room (s) <input type="checkbox"/> Studio Space
Will there be alcohol at this event? <i>(Conditions 4)</i>	No / Yes Liquor Licence No: <i>(If applicable)</i>
Musicians <i>(Conditions 6.6)</i>	No / Yes
Electrical/Lighting <i>(Conditions 6.9.5,6.9.6)</i>	No / Yes
Security <i>(conditions 7.1 & 7.2)</i>	No / Yes
No Smoke Machines or Animals <i>(conditions.6.9.6)</i>	No / Yes
Conditions Initial and Read	No / Yes

The following general rules and conduct are required from any organisation or individual using the facility:

- The Hirer will organise their own insurances, permits, comply with WorkSafe obligations and other legal requirements for the event or activity they are holding.
- The Hirer is required to comply with the **Victorian Child Safe Standards**, including ensuring appropriate Working with Children Checks and other screening requirements and training.
- When hiring the commercial kitchen, the Hirer will ensure appropriate **Food Safety Compliance** and hold their own business kitchen registration. **No user is permitted to rely on the Hub's Certificate of Registration.**
- You will be billed an additional **cleaning charge** if the room/s are not left clean and tidy, as you found them- floors, tables, benches, chairs etc should be cleaned and tables and chairs replaced in their original positions.
- All rubbish is to be removed by the Hirer and not left on site or in the rubbish bins.
- A bond may be payable upon signing of the agreement which will be returned to you if there are no damages to the facility and the facility is left clean and tidy.

NOTICE: FOOD SAFETY INFORMATION

To assist in processing your application in relation to the requirements of the Food Act 1984, you are required to advise Management of the Ballarat Neighbourhood Centre if you will be serving food at your function.

Please mark the box below which best describes your function. ✘

- No food** will be served at my function.
- Guest BYO food** and drinks for own consumption.
- Outside Catering In-house Catering

If you ticked either Outside Catering or Self Catering, please complete the following.

1. Do you have?

- Food Act Registration
Registration Number: _____
Council where caterer is registered (if not Ballarat): _____

(NB: if registered in another Council, a statement of trade needs to be provided to the City of Ballarat)

and/or

- Food Safety Supervisors Certificate:
FSS No: _____

and/or

- Food Handlers Certificate:
Food Handlers Certificate No: _____

PRINT NAME: APPLICANT: _____

SIGNED: _____ **DATE:** _____

On Behalf of: *(Business Name)