



# Ballarat South Community Hub

Managed by the  
Ballarat Neighbourhood Centre



## Staff 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

<b>Contact Details:</b>	
Ext: ..... Mobile: .....	
Email: .....	
<b>User name (client who will be running activities)</b>	
<b>Booking name</b>	

<b>COVID CHECK-IN MARSHALL Details</b>	
<b>Name:</b>	
<b>Contact Details:</b>	Telephone: ..... Mobile: ..... Email: .....
<b>Vaccination Status:</b>	Sighted: Type of Proof: By:

Booking Details	
Booking Dates	
Booking Times	..... .....
Staff Member Name	
Number of people expected	.....Adults.....Children
Who is the booking for?	<input type="checkbox"/> Phoenix College Activity <input type="checkbox"/> External group supported by College <input type="checkbox"/> Other:
Type of Activity	<input type="checkbox"/> Class <input type="checkbox"/> Meeting <input type="checkbox"/> Group Activity Other (please specify)..... .....
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? (Conditions 4)	No / Yes                      Liquor Licence No: ..... (If applicable)
Musicians (Conditions 6.6)	No / Yes
Electrical/Lighting (Conditions 6.9.5,6.9.6)	No / Yes
Security (conditions 7.1 & 7.2)	No / Yes
No Smoke Machines or Animals (conditions.6.9.6)	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.**

## 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 Professional Caterer 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: \_\_\_\_\_

## NOTICE: PRIVACY

The Management of the Ballarat Neighbourhood Centre acknowledges and respects privacy of individuals. The information collected on this document is for the purposes of processing and managing your application, or for regulatory, safety or other lawful purposes, or to assist the management of the Ballarat Neighbourhood Centre collecting and improving our services to you.

The intended recipients of this information are Ballarat Neighbourhood Centre Management, the Phoenix P-12 Community College School Council and contracted service providers.

**PRINT NAME: APPLICANT:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_