



# Delacombe 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	
<b>Group or Organisation</b>	
<b>ABN / ACN</b>	
<b>Status of Hirer</b>	<input type="checkbox"/> Not For Profit / Charity (CAV/ACNC Registered) <input type="checkbox"/> Community (no paid staff) <input type="checkbox"/> For Profit organisation or sole trader
<b>Primary Contact Details:</b>	Telephone: ..... Mobile: ..... Email: .....
<b>DETAILS for INVOICING</b> <i>(Account Name and Contact)</i>	Account Name: EMAIL:
<b>Postal Address for invoicing.</b>	..... .....VIC.....

Booking Details	
<b>Booking Dates</b>	.....
<b>Booking Times</b>	.....
<b>Is the Booking Ongoing</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes Daily Weekly Monthly End Date .....
<b>Number of people expected</b>	Adults.....Children.....
<b>Type of Activity</b>	<input type="checkbox"/> Training Class <input type="checkbox"/> Meeting <input type="checkbox"/> Community Group Activity

	<input type="checkbox"/> Other (please specify) ..... .....
<b>Area(s)/Room(s) Required</b>	<input type="checkbox"/> Meeting Room <input type="checkbox"/> Office 1 <input type="checkbox"/> Office 4 <input type="checkbox"/> Foyer Space – This is the facility entrance so exclusive access to this area is not guaranteed during off hours
<b>Will there be alcohol at this event?</b> <i>(Conditions 4)</i>	No / Yes      Liquor Licence No: ..... <i>(If applicable)</i>
<b>Musicians</b> <i>(Conditions 6.6)</i>	No / Yes
<b>Electrical/Lighting</b> <i>(Conditions 6.9.5,6.9.6)</i>	No / Yes
<b>Security</b> <i>(conditions 7.1 &amp; 7.2)</i>	No / Yes
<b>No Smoke Machines or Animals</b> <i>(conditions.6.9.6)</i>	No / Yes
<b>Public Liability Insurance Provided</b>	No / Yes <input type="checkbox"/> Certificate of Currency Provided
<b>Conditions Initial and Read</b>	No / Yes

## **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: \_\_\_\_\_

**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.
- Facilities are hired by the hour or by the day (6+ hours) between 9am and 10pm. Rooms must be left clean and tidy for the next group. If the Hirer requires additional time to set up/ collect items / clean up after their booking they must hire additional time. If this is not done, BNC will charge the additional time the facility is used, including weekends if the facility is not available for other groups to hire.
- 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.

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

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

**On Behalf of:** \*(Business Name) .....