



Application for the Hire of the Point Samson Community Hall

Location: Barker Terrace, Point Samson, 6720

Email: hallbookings@psca.org.au

Website: www.psca.org.au

Booking Officer: PSCA Committee ABN: 65 057 935 761

SECTION 1 – APPLICANT'S DETAILS

Name of Organisation _____

ABN ACN (if Applicable) _____

PO Number (if Applicable) _____

Applicant's Name _____

Applicant's Position _____

Postal Address _____

Email Address _____

Telephone/Mobile _____

The **Hirer** is the applicant, as shown above and who signs Section 6 – Declaration, unless the application is signed on behalf of an organisation, in which case that organisation shall be the Hirer and shall be jointly and severally liable with the person who signs the form.

SECTION 2 – FUNCTION DETAILS

Nature of Function _____

Number of Attendees _____

Date/s of hire _____

Time/s of hire _____

The **Hire Period** is for the date/s and time/s of hire as shown above.

SECTION 3 – FEES

Hire fees will be charged on a daily rate. Please refer to our website psca.org.au/book-hall-online for current rates or email hallbookings@psca.org.au for any other enquiries. The hire fees are due to be paid prior to the Hire Period, and if any extra hire, maintenance or cleaning charges should become due for any reason, an invoice will be submitted for the balance after the Hire Period.

Please select the category that applies to your hire:

- Corporate full day
- Not for profit full day
- Other (please provide details) _____
- Additional equipment (please provide details) _____

SECTION 4 – FACILITIES INCLUDED IN HALL HIRE

- 60 x Chairs
- 15 x Tables (6 Seater)
- Pie Warmer
- Microwave
- Oven
- Kitchen fridge
- Commercial double door fridge
- Dishwasher
- Sink
- Ceiling fans
- Air conditioning
- Internal male and female toilet facilities

****Please Note:** There is no cutlery, crockery, plates or cups available for use at the Hall or for hire through the PSCA.

SECTION 5 – BOND

A bond **equal to one day hire** will be charged per booking, in addition to any other fees and charges. This bond is due to be paid prior to the Hire Period, and shall be fully refunded in the event that the facility is left in the condition in which it was hired, providing no damage occurs to the facility and no extra maintenance or cleaning is required.

Please provide the following information for bond money to be returned:

Bank Account Name: _____

BSB Number: _____

Bank Account Number: _____

Please note: We are a not for profit volunteer organisation and as such, bond moneys may take up to 2 weeks to be refunded.

SECTION 6 – PAYMENT DETAILS

Payment for Hall bookings can be made once the application has been approved by the PSCA and the Hirer has received an invoice.

Please reference the invoice number for all payments.

Direct Deposit Point Samson Community Association
BSB: 036 186
A/C: 117 139

SECTION 7 – DECLARATION

I hereby declare that the information I have supplied for this application is true and correct to the best of my knowledge.

- I have read, understand, agree to, initialled every page and signed the Terms and Conditions of hire of the Point Samson Community Hall.

Signature _____

Date _____

Applicant's Name _____

SECTION 8 – PSCA COMMITTEE USE ONLY

Hall hire rate _____

Equipment hire per day _____

Total Hall Hire (excluding bond) _____

Bond _____

Additional Information _____

Total Hall Hire (including Bond) _____