

Date of Issue: ___/___/___

ABN: 14-854-354-856

TAX INVOICE

APPLICATION FORM - CASUAL HIRE OF COUNCIL RECREATION RESERVES & PAVILIONS

Please Note:

Water Restrictions in Victoria may impact upon this sports reserve booking. Council reserves the right to cancel or alter this booking as deemed necessary in line with current water and sports ground management practices.

IMPORTANT: Unless prior arrangements have been made, this form must be returned, completed and **all monies paid**, to Hume City Council, **not less than 14 days prior to your booking**, keys will not be issued and the booking will not be recognised. (Please note that access to pavilions is not granted automatically with reserve bookings).

NAME OF ORGANISATION: _____

CONTACT PERSON: _____

POSTAL ADDRESS: _____

POSTCODE: _____

FAX: _____ E-MAIL: _____

TELEPHONE: (After Hours) _____ (Business Hours) _____
(Mobile) _____

RESERVE REQUESTED: _____

DATE (S) OF HIRE: _____

START TIME: _____ FINISH TIME: _____

IS TOILET ACCESS REQUIRED? YES NO *Subject to availability

ANY OTHER REQUIREMENTS? _____

NATURE OF USAGE/ACTIVITY DESCRIPTION – FOR PRACTICE MATCHES PLEASE LIST

TEAMS PLAYING: _____

ESTIMATED NUMBER OF PEOPLE IN ATTENDANCE: _____

School Bookings list all of the schools participating in this booking:

CASHIER / OFFICE USE ONLY

HIRE DETAILS ONLY:

GL 0141- 1 – 64605 Hire Charge: \$ _____ (per hour) = \$ _____

GST: \$ _____

Receipt Number: _____ Date Paid: ___/___/___ Total: \$ _____

BOND DETAILS ONLY:

TR HALL \$ _____ Receipt Number: _____ Date Paid: ___/___/___

Was the facility left as per the 'Conditions of Hire'? **YES NO**

Bond to be refunded: \$ _____

Signed: _____

Date: _____



CASHIER INFORMATION

Name of Hirer: _____

Hire Fee Paid: \$ _____ Date Paid: _____ Receipt Number: _____

Bond Paid: \$ _____ Date Paid: _____ Receipt Number: _____

Privacy Statement

Council is collecting the information on this form for the purpose of registering and administering your application for use of a Sporting Reserve and/or Pavilion. The information may also be used to send you newsletters and other relevant Council information. The information will not be disclosed except as required by law. In particular, the information will not be disclosed to others for marketing purposes. If you fail to provide this information your application may not be processed. You may access this information by contacting Council's Privacy Officer on 9205 2200.

DECLARATION

I, _____ being the _____
(position)

of _____ undertake responsibility for submitting this application.
(name of organisation)

I have read and understand the *Conditions of Hire – Casual Use of Council Recreation Reserves and Pavilions*, and undertake to comply in all respects with such conditions should this application be successful.

I also agree to notify Hume City Council immediately that there is any change to any of the information provided in this application, at any stage prior to the date(s) of hire.

SIGNED: _____ **DATE:** _____

OFFICE USE ONLY

Booking approved YES NO Centaman entry B/N: _____

Copy of Public Liability Insurance received YES NO

Confirmation sent (fax/ letter/ email) YES NO

Invoice required Invoice data sent to Finance

KEYS TO BE ALLOCATED: _____

OTHER NOTES: _____

Staff member: _____ Date: _____

Please return this form to:
Hume City Council
Leisure Services
PO Box 119
Dallas 3047
or fax: 9309 0109