



CDSA Clubroom Booking Form

Use this form to notify the CDSA Secretary that you would like to book the clubrooms. On receipt of this form, the Secretary will check for available dates and notify you if the date is free. You will be emailed an Agreement form to sign and return.

NOTE: This form is just to notify that you would like to use the Clubroom and is not a binding agreement.

Club/Organisation

Contact Name

Contact Phone

Contact Email

Postal Address

Event Name/Type

Event Date

No. people Attending

Event Start Time

Event End Time

Facilities Required

Kitchen

Tables

Bar

Chairs

Outside Toilets

BBQ

PROCEDURE:

1. Send this form to secretary@cdsa.asn.au
2. Within 48 hours you will be notified whether your date is free and a Contract will be emailed to you.
3. Sign the Contract and return it to secretary@cdsa.asn.au
4. CDSA Secretary will contact you by phone to arrange key pickup and return.

IMPORTANT THINGS TO KNOW:

- Alcohol may be used on the premises but it must not be sold.
- The hirer is financially responsible for damages to the building or facilities.
- Keys must be returned at the time arranged. Hirers will be billed for replacement of lost, damaged or stolen keys.
- Non-CDSA organisations MUST provide a copy of a valid Certificate of Currency with this booking form.
- Smoking is not permitted anywhere inside or within 2 metres of the Clubroom entrance. Smokers must dispose of cigarette butts appropriately.
- Premises must be left clean and tidy.