



Williamstown  
Community  
and Education  
Centre Inc

# Venue Hire Application Form

## Venue Hire Location

Joan Kirner House

Spotswood Community House

## Booking Detail

Name of Group / Individual: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Date of Booking: \_\_\_\_\_ Time: \_\_\_\_\_

## Applicant Detail

Name : \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email : \_\_\_\_\_

Driver's Licence No.: \_\_\_\_\_ Photocopy taken:

Public Liability Insurance: Yes / No If No, Waiver Signed:

If Yes, Cert of Currency Attached:

## Payment Detail

Hourly Rate: \$ _____ x _____ Hours	Total Due: _____
Deposit Date: _____	Less Deposit: _____
Deposit Receipt: _____	<b>Amount Owning:</b> _____
	<b>Cash Bond Owning:</b> _____

<b>Balance Owning</b>	
Date Paid: _____	Receipt: _____
<b>\$100 Cash Bond</b>	
Date Paid: _____	Receipt: _____
Key No: _____ Code _____	Date Key Given: _____

Date Key Returned: _____	
Date Bond Refunded: _____	Receipt: _____

I.....acknowledge that I have read and understood the venue hire policy of Williamstown Community and Education Centre. I accept the terms and conditions as set out in the policy.

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_



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# Public Liability Waiver

I acknowledge it is the policy of Williamstown Community and Education Centre that the hirer has Public Liability Insurance Cover. I hereby apply to waive the requirement that I hold such insurance.

I acknowledge I do not have Public Liability Insurance in place to provide cover to myself or other members of the group utilising Joan Kirner House or Spotswood Community House.

As a result, I acknowledge and agree that I will use and occupy the venue at my own risk. I release WCEC from all claims resulting from any damage, loss, death or injury suffered by myself or my participants/guests in connection with WCEC except to the extent that WCEC is negligent. I acknowledge that I take full responsibility of any action that may result in a claim for negligence that may have been prevented by my personal action.

I.....(Supervisor) of  
.....(Activity/Program/Event)

acknowledge that I have read and understood the Venue Hire Conditions and Public Liability Waiver and accept the terms and conditions as set out in the policy.

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_