

MULTICULTURAL HUB - CASUAL USER BOOKING APPLICATION FORM

When applying to hire a space please consider the following:

- Bookings are only confirmed once booking is approved and payment received.
- If the hirer cancels in writing to bookings@multiculturalhub.com.au cancellation fee would apply according to the terms of hire (clause no 3)
- Please liaise with Hub staff if you intend to bring any additional equipment into the venue.

Section 1 : Hire's information

1. Name of Organisation (Please include brief description)

2. Contact Person

3. Postal Address

4. Suburb

Postcode

5. Email

6. Contact details of person running activity in Room if different from above:

Contact person

Mobile

7. ABN

8. Organisation Type (select one from options below 8.a to 8.d)

8.a Small Community Group: to be eligible in this category you must provide Not for profit status documentation including evidence;

must supply one of the following (8.a.i or 8.a.ii):

8.a.i Incorporated Association/ company limited by guarantee must provide a copy of their last Annual report as evidence of annual turnover of less than \$150000 OR

8.a.ii An unincorporated Association must provide a statutory declaration signed by your current president or chairman & witness by legally authorised person declaring your annual turnover and that you have no paid staff.

8.b Not for Profit NGO:

Incorporation status: Incorporated Association Not Incorporated Company limited by guarantee

8.c Government (includes statutory authorities) Primary or Secondary School; TAFE/University

8.d Commercial/ Private

9. Public Liability Insurance Details: Please Provide a copy of your Certificate of Currency
Policy Number: _____ Expiry date _____

If you don't hold Public Liability Insurance please mark this box (Terms & condition item no 13)

10. Target Group Senior migrants New and emerging (including refugees) International Students
Indigenous Multi-faith Other (please describe)

11. Ethnicity:

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21. CATERING ARRANGEMENT

- No food will be served (Please go to question no 22.)
 Hub to recommend caterers
 We are providing our own catering. Name of the caterer
 Food will be served within our booked room
 Additional room required for food (fees apply).Time meal to be served
 Urn only required (no charge) Cold water only required

Will alcohol be served? Yes No.

If yes, evidence of liquor license must be produced if you are charging a fee for the entrance to the event or you are selling alcohol.

Hub to arrange, (When you order tea/coffee , Hub provides disposable cups)	<input type="checkbox"/> Self serve instant tea and coffee-All day per serve (\$5 per serve) Number of serves required : <input type="checkbox"/> Self serve instant tea/coffee and biscuits-All day per serve (\$6 per serve) Number of serves required : <input type="checkbox"/> Self serve instant tea and coffee (\$2 per serve) Number of serves required : <input type="checkbox"/> Self serve instant tea, coffee and biscuits (\$2.50 per serve) Number of serves required :
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crockery/cutlery	<input type="checkbox"/> We will provide our own disposables <input type="checkbox"/> We would like to use AMES mugs which we will wash & dry by ourselves (conditions apply) <p>The Hub doesn't provide any crockery/cutlery, disposables or paper serviettes</p>
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22. ROOM SET UP/ PACK UP & CLEANING

Who will set up your room?	<input type="checkbox"/> We will set up the room <input type="checkbox"/> Hub staff requested to set up (Fees apply)
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How many chairs and tables do you require?	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;">Tables</td> <td style="text-align: center; width: 50%;">Chairs</td> </tr> <tr> <td colspan="2" style="text-align: center;"> (Table dimensions, 1800x900 cm, all other rooms except Gallery and Rehearsal 150 x 75 cm) </td> </tr> </table>	Tables	Chairs	(Table dimensions, 1800x900 cm, all other rooms except Gallery and Rehearsal 150 x 75 cm)	
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Proposed Room Set Up (Please refer brochure)	<input type="checkbox"/> Standing <input type="checkbox"/> Theatre <input type="checkbox"/> Workshop <input type="checkbox"/> U- Shape <input type="checkbox"/> Meeting <input type="checkbox"/> Discussion (circle of chairs) <input type="checkbox"/> Other (Please describe) Additional room set up requirements:
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Who will pack up your room?	<input type="checkbox"/> We will pack up the room (as per terms & condition 5) <input type="checkbox"/> Hub staff requested to pack up (Fees apply)
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Who will clean your room?	<input type="checkbox"/> We will clean the room (as per terms & condition 5) <input type="checkbox"/> Hub to arrange cleaning (Fees apply)
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23.PROMTION

How did you find about the Hub facilities	<input type="checkbox"/> Websearch <input type="checkbox"/> e-newsletter <input type="checkbox"/> Facebook <input type="checkbox"/> Word of mouth <input type="checkbox"/> Other
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