



Western Vocational Association Inc.

Trading as Community Pathways

163 Keilor Road
Essendon Vic 3040
Email: info@westvoc.org.au
Web: www.westvoc.org.au
ABN 69 842 338 451

Venue Hire Agreement

Application Form			
Hirer's Details (full individual or company name)			
Contact Person			
Email			
Address			
Phone/Mobile		ABN	
Date/s		Times (include unloading and loading time)	
Area (indicated the room required as per the attached plan)		Expected no. of guests	
Description (Type of function or use)			
Not for Profit organization?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, you must provide a copy of your Certificate of Incorporation (email to info@communitypathways.org.au).		
Public Liability Insurance	Yes <input type="checkbox"/> Please provide a Certificate of Currency Note: all organisations need to have Public Liability Insurance		

CREDIT CARD AUTHORISATION

Please note that the full amount be deducted from your card prior to the room usage. Should we need to make a claim against your security deposit or any of the charges listed in the Terms and Conditions, this will be charged to your credit card.

- We only accept Visa and MasterCard
- Please sign this Form and return by hand or Email.

<p>Credit Card Details</p> <p>By providing your credit card details you agree that we may charge this card, should you not meet the Terms and Conditions of hire.</p>	<p>Account</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table> <p>Expiry Date <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> Security Number <input style="width: 80px;" type="text"/></p> <p>VISA <input type="checkbox"/> MasterCard <input type="checkbox"/></p> <p>Card Holder's Name</p> <input style="width: 100%; height: 20px;" type="text"/> <p>Card Holder's Signature</p> <input style="width: 100%; height: 20px;" type="text"/> <p>Date <input style="width: 150px;" type="text"/></p>																				

Please note:

- Set up and pack away time needs to be included in your entry and exit times.
- Parties/functions for anyone between the ages of 12 and 30 are strictly not permitted. Charges will apply for false or misleading information provided on the application form.

Please refer to the Venue Hire Terms and Conditions for full details.

Declaration

I have read and understand the Venue Hire Terms and Conditions as well as any additional conditions of use as issued by Western Vocational Association and agree to abide by these conditions.

I understand the period of hire shall commence and conclude strictly at the agreed times confirmed by Western Vocational Association and the venue must be vacated promptly at the conclusion of the hiring period. An extra charge will be imposed for any additional time which is not booked in advance at the rate of \$60 per hour.

I undertake to be responsible for leaving the premises in its original condition and will be liable for any damage caused whilst on premises.

SIGNED by the Hirer: _____

SIGNED on behalf of Western Vocational Association Inc. by

Print Name