**Community Venues Hire Agreement**

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| **Merri-bek Civic Centre**  90 Bell Street Coburg VIC 3058  T: 03 9240 1111 | **Postal Address:**  Locked Bag 10 Moreland VIC 3058  E: [communityvenues@merri-bek.vic.gov.au](mailto:communityvenues@merri-bek.vic.gov.au) |

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| **PART A – HIRER DETAILS Tentative Booking ID Number:** | | | | | | | |
| **First Name:** | | | | | **Surname:** | | |
| **Organisation /**  **Community Name:** | | | | | | | |
| **Address:** | | | | | | | |
| **Suburb:** | | | | | **State:**  **Postcode:** | | |
| **Email:** | | | | | **Mobile:** | | |
| **PART B – NOMINATED ACCOUNT FOR BOND REFUND** | | | | | | | |
| **Booking ID:** | | | | | | | |
| **Account Name** | | | | | | | |
| **BSB** | | | | | **Account No.** | | |
| **PART C – VENUE SELECTION -** (\* represents Disability Accessible) | | | | | | | |
| **Coburg Senior Citizen Centre\*** | | | | 60 seated | | 80 standing | |
| **Fleming Park Hall and Meeting Room\*** | | | | 80 seated | | 80 standing | |
| **Glenroy Senior Citizen Centre\*** | | | | 90 seated | | 100 standing | |
| **Gowanbrae Community Centre\*** | | | | 60 seated | | 80 standing | |
| **Harry Atkinson Art Craft Centre** | | | | 80 seated  (maximum 40 per room) | | 100 standing  (maximum 50 per room) | |
| **Merlynston Progress Hall\*** | | | | 80 seated | | 100 standing | |
| **Newland Senior Citizen Centre\*** | | | | 60 seated | | 80 standing | |
| **Pascoe Vale Senior Citizen Centre\*** | | | | 80 seated | | 100 standing | |
| **Richard Lynch Senior Citizen Centre\*** | | | | 60 seated | | 80 standing | |
| **Temple Park Senior Citizen Centre** | | | | 60 seated | | 80 standing | |
| **Fawkner Senior Citizen Centre (Hall only) \***  Does your booking require kitchen access?  Yes  No  *Kitchen access is subject to availability* | | | | 60 seated | | 80 standing | |
| **Fawkner Community Sports Hall (Hall only) \***  Does your booking require kitchen access?  Yes  No  *Kitchen access is subject to availability* | | | | 150 seated | | 150 standing | |
| **PART D – BOOKING DATE & TIME** Your booking times must include set up and pack down | | | | | | | |
| **Date** | | **Set Up Time** | | **Event Start** | | **Vacate Time** | |
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| **PART E – FUNCTION DETAILS** | | | | | | | |
| **Number of people attending:** | | |  | | | | |
| **Birthday age** | **Baby shower** | | **Engagement party** | | | | **Wedding** |
| **Meeting/seminar/ workshop** | **Artist Use** | | **Educational class** | | | | **School event** |
| **Community event** | **Seniors’ group** | | **Dinner** | | | | **Political campaign** |
| **Religious** | **Worship** | | **Exercise/sporting class** | | | | **Other** |
| **Tell us about your booking:** | | | | | | | |
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| **Is there a membership/participation/entry fee?**  **NO**  **YES - amount $** | | | | | | | |
| **Do you receive financial support/funding**? **NO**  **YES - amount $** | | | | | | | |
| Please provide information about the type of financial support/funding: | | | | | | | |
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| **PART F – ADDITIONAL INFORMATION** |
| **Are you a commercial business/sole trader?**  YES  NO |
| **Are you applying for the community rate?**  YES NO  To be considered for this rate, you must provide the below information |
| **Is your organisation a community group or club?**  YES  NO |
| **Are the majority of members Merri-bek residents?**  YES  NO |
| **Total number of members:** |
| **ABN:** |
| **Incorporated Number:** |
| **Are you, or your Organisation publicly listed with**  YES NO  **Australian Charities and Not-for-Profit Commission?** |
| **Please explain how your booking meets a broader community need and/or encourages community participation:**  **If your function is for artist use, provide a detailed description of the activity or program intended for the venue hire. Include any tools/equipment that will be used in the hall.** |

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| **PART G – FOOD & BEVERAGE** | | |
|  | **YES** | **NO** |
| **Will food be provided at the function?** |  |  |
| **If yes – will food be sold and/or included in entry fee?** |  |  |
| **Will alcohol be provided?** |  |  |
| **If yes – will alcohol be sold and/or included in entry fee?** |  |  |
| If food is to be sold during your event, Attachment 1 must be completed and submitted with this application.  If alcohol is to be sold during your event, a ‘Limited Licence’ must be obtained and submitted. | | |

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| **PART H – DECLARATION** | |
| **NOT PERMITTED**  Single use plastic, balloons, jumping castles, smoke machines, open flames, gas bottles, pyrotechnics and animals with the exception of Guide Dogs.  Please view our [Venue Hire Terms and Conditions](https://www.merri-bek.vic.gov.au/globalassets/website-merri-bek/areas/exploring-merri-bek/events/venues/venue-booking-forms/community-venue-hire_tc_2023.docx) before signing.  **I have read and agree with the conditions detailed in the Community Venues Hire**  **Agreement and Terms and Conditions**  **I am over the age of 21 years and agree that the above information is true and correct and**  **the booking is tentative until confirmed by Merri-bek City Council in writing and paid in full.**  **I accept full responsibility for any damage to the venue and/or additional fees incurred as outlined in the Community Venues Hire Agreement** | |
| **NAME:**  (Please print) | |
| **SIGNATURE:** | **DATE:**       /      / |

**Please ensure all sections are complete as** failure to do so willresult in your booking being declined**.**

**Via Email:** (preferred method)

[communityvenues@merri-bek.vic.gov.au](mailto:communityvenues@merri-bek.vic.gov.au)

**In person:** Coburg Civic Centre, 90 Bell St, Coburg

**Use of your personal information**Merri-bek City Council is committed to protecting your privacy in accordance with the Privacy and Data Protection Act 2014 (VIC) and the Health Records Act 2001 (VIC).

The personal information requested on this form is being collected by Merri-bek City Council for Community Venues and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number). The personal information may be disclosed to debt recovery agencies should hirers be in arrears and may also be used by Council for related purposes.

It will not be disclosed to any other external party without your consent, unless required or authorised by law. Hirers must provide personal information to book with Community Venues.

You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council’s Privacy Officer via telephone on 9240 1111 or email at [Privacyofficer@merri-bek.vic.gov.au](mailto:Privacyofficer@merri-bek.vic.gov.au)

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| **APPLICANT DETAILS** | | | | | | | | | |
| **Applicant/Group Name:** | | | | | | | | | |
| **Applicant/Group Contact Name:** | | | | | | | | | |
| **Contact Phone:** | | | **Function Venue:** | | | | | | |
| **Applicant/Group Postal Address:** | | | | | | | | | |
| **FUNCTION DETAILS** | | | | | | | | | |
| **Function Type:** | | (please specify): | | | | | | | |
| **Function Date(s):** | | /      / | | **Function Start/Finish Time:** | | | - | | |
| **Number of People Attending Event:** (approximate) | | | | |  | | | | |
| **EVENT FOOD DETAILS** | | | | | | | | **Yes** | **No** |
| **1** | Will the applicant be **providing** food at the event? | | | | | | |  |  |
| **2** | Will the applicant be **selling** food at the event? | | | | | | |  |  |
| **3** | Will any food and/or alcohol be provided as part of a fee charged for entry to the event? | | | | | | |  |  |
| **4** | Will alcohol be provided at the event? | | | | | | |  |  |
|  | Will the alcohol be offered for sale? | | | | | | |  |  |
| **5** | Will people attending the function be bringing BYO food and/or alcohol? | | | | | | |  |  |
|  | If yes, detail the type of BYO food: | | | | | | | | |
| **6** | Is the applicant a Community Group or Not for Profit Organisation?  *If yes, please attach not-for-profit status or incorporated certificate* | | | | | | |  |  |
| **7** | Is the applicant/group’s place of business based within Merri-bek City Council? | | | | | | |  |  |
| **8** | Does the applicant have a current Food Act registration with Merri-bek City Council? | | | | | | |  |  |
| **9** | Does the applicant have a current Food Act registration with another Victorian Council? | | | | | | |  |  |
| **10** | Will the event be catered for by a Registered Catering Business? | | | | | | |  |  |
| *Trading Name:* | | | | | | | | |
| *Food Act Registering Council:* | | | | | | | | |
| *Food Act Registration No:* | | | | | | | | |
| *Contact Person:* | | | | | *Phone:* | | | |
| *Address:* | | | | | *Suburb:* | | | |

**Merri-bek City Council Food Premises Checklist Food Act 1984** [**CLICK HERE**](https://www.merri-bek.vic.gov.au/globalassets/website-merri-bek/areas/exploring-merri-bek/events/venues/halls-and-meeting-rooms/council-food-premisis-checklist.docx)

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| **11** | **WHAT TYPES OF FOOD PRODUCTS WILL BE:**  **PREPARED/SOLD AT THE EVENT?** (tick all appropriate) | **Yes** | **No** |
| Fruit salad and salads |  |  |
| Fruit/vegetables cut/sliced |  |  |
| BBQs *(e.g. hamburgers, sausages, other meats, cooked eggs, cooked/raw vegetables, bread)* |  |  |
| Deep fried foods *(e.g. chips, dim sims, spring rolls, dumplings)* |  |  |
| Desserts *(e.g. cheese cakes, custard tarts or any dessert that contains fresh cream, raw eggs or custard)* |  |  |
| Fruit juices/smoothies |  |  |
| Soft serve ice cream |  |  |
| Rice dishes |  |  |
| Casseroles or curries |  |  |
| Noodles/pasta/lasagne |  |  |
| Sandwiches *(e.g. containing smallgoods, vegetables/salads, meat or cheese)* |  |  |
| Pies/sausage rolls/pasties |  |  |
| Packaged low risk foods *(e.g. packaged chips, lollies, chocolates and drinks)* |  |  |
| Raw egg products *(e.g. tiramisu/homemade mayonnaise)* |  |  |
| Soup |  |  |
| Packaged drinks *(e.g. soft drink, packaged alcohol)* |  |  |
| Unpackaged drinks *(e.g. unpackaged alcohol, tea, coffee)* |  |  |
| **OTHER FOODS** | | | |
| Please detail any additional food products prepared/sold at the event/function: | | | |
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| ***PLEASE NOTE:*** *If you plan to alter the type of food you will be selling/serving (additional to the food activities listed on this form) you must notify Merri-bek City Council immediately, complete this form again and provide any other relevant details.* |
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| I, the undersigned, hereby agree the information provided above is true and correct.  **Signed:**       **Date:**       /      / |