

# **Stirling Leisure Centre - Hamersley**

# **Regular Hire Application Form 2020/2021**

This form is for the purpose of registering your interest in venue hire at the Stirling Leisure Centre – Scarborough.

Submission of this form does not, in any way, guarantee your booking. The City of Stirling has the right to determine whether the type of event is in the best interest of the City and its ratepayers. Refer to Terms and Conditions of Hire for further information.

<u>Applicant's Details</u>		
Surname:		First Name:
Organisation Name:		
Position within Organisati	on:	IstheOrganisationNot-For-Profit? 🗌 Yes 📋 No
Address:		
Phone (H):		Phone (W):
Phone (M):		lsyour mobile phone an Phone? 🛛 Yes 🗌 No
Email:		
Correspondence Metho	d: 🗌 Email 🗌 P	ost
Secondary Contact's De	etails	
Surname:		First Name:
Position within Organisati	ion:	Phone:
Email:		
Billing Details:		
Same as Applicant's Det	tails? Yes No	
Surname:		First Name:
Address:		
Phone (H):		Phone (W):
Phone (M):		ls your mobile phone an iPhone? 🛛 Yes 🗋 No
Email:		
Invoice Frequency:	Monthly	Quarterly Annually
***Please note: Accounts	are due and payable one m	onth in advance of the booking month/quarter/year***
Invoice Method:	🗆 Email	Post
Receipt Method:	🗆 Email	Post
Advertising and Public	Enquiries	
Contact:		Phone:
Email:		
Website:		

### **Booking Details**

- Please fill out a separate 'Booking Details' page for each day of the week you hire if the booking times are different for each day. Similarly, please fill out a separate 'Booking Details' page for each centre (if >1).
- Booking times are in 30 minute increments i.e. half hour (\_\_:30) or full hour (\_\_:00) only.
- You must include all set up/pack away in your booking time.
- All dates circled on the calendar will be booked, subject to availability. It is your responsibility to take into account Public and School Holidays. Public Holidays have been indicated on the calendar in yellow and <u>School Holidays</u> have been <u>underlined</u>. A list of holidays is listed on the next page.
- Failure to not notify staff within 7 days of cancelling your booking will result in you being charged for that day

Booking Description (i.e. Social Badminton, Dance Classes, English Tuition):

Stirling Leisure Centres – :		Attendees per Booking:
Room:	Booking Start Time:	Booking End Time:
Room:	Booking Start Time:	Booking End Time:
Room:	Booking Start Time:	Booking End Time:
Room:	Booking Start Time:	Booking End Time:

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<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>
<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>
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26	27	28	29	30		

May 2021							
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17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

	June 2021						
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7	8	6	10	11	12	13	
		16					
22	22	23	24	25	26	27	
28	29	30					

Public Holidays	in Western Australia for 2020	School Holidays for 2020
Queen's Birthday	Monday 28 September	July Holidays
Christmas Day	Friday 25 December	4 July to 19 July 2020
Boxing Day Sa	turday 26 December Monday 28 December	September Holidays
Public Holiday in	Western Australia for 2021	26 September to
New Year's Day	Friday 1 January	11 October 2020
Australia Day	Tuesday 26th January	Christmas Break
Labour Day	Monday 1 March	18 December 2020 to
Good Friday	Friday 2 April	31 January 2021
Easter Monday	Monday 5 April	School Holidays for 2021
ANZAC Day	Sunday 25 April and Monday 26 April	<u>April Holidays</u>
Western Australia	a Day Monday 7 June	2 April to 18 April
		2021

### **Declaration**

I have read, understood and accept the terms, conditions and general information specified in the "Regular User Application Form", which includes the covering letter, received by me in relation to the use of the City of Stirling facilities. I agree to comply with the Schedule of Fees and Charges that also form part of these conditions.

Further, I verify that I am over 18 years of age and am in a position to accept these terms and conditions on behalf of the organisation/group that I represent. I will, to the best of my abilities, ensure that all members of my organisation/group are aware of the information contained in the specified documents, as well as their responsibilities when using the venue and facilities.

I declare that the information contained in this application form is, to the best of my knowledge, true and correct.

Applicant's Signature:

Print Name:

Date:

#### Office Use Only:

Date Received:	Staff Signature:
Date Processed:	Rental Number:
Bond Details:	Staff Signature: