

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.

Applicant's Details

Surname: _____ First Name: _____

Organisation Name: _____

Position within Organisation: _____ Is the Organisation Not-For-Profit? ☐ Yes ☐ No

Address: _____

Phone (H): _____ Phone (W): _____

Phone (M): _____ Is your mobile phone an iPhone? ☐ Yes ☐ No

Email: _____

Correspondence Method: ☐ Email ☐ Post

Secondary Contact's Details

Surname: _____ First Name: _____

Position within Organisation: _____ Phone: _____

Email: _____

Billing Details:

Same as Applicant's Details? ☐ Yes ☐ No

Surname: _____ First Name: _____

Address: _____

Phone (H): _____ Phone (W): _____

Phone (M): _____ Is your mobile phone an iPhone? ☐ Yes ☐ No

Email: _____

Invoice Frequency: ☐ Monthly ☐ Quarterly ☐ Annually

Please note: Accounts are due and payable one month 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 School Holidays have been underlined. 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:

July 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Public Holidays in Western Australia for 2020

Queen's Birthday	Monday 28 September
Christmas Day	Friday 25 December
Boxing Day	Saturday 26 December Monday 28 December

Public Holiday in Western Australia for 2021

New Year's Day	Friday 1 January
Australia Day	Tuesday 26th January
Labour Day	Monday 1 March
Good Friday	Friday 2 April
Easter Monday	Monday 5 April
ANZAC Day	Sunday 25 April and Monday 26 April
Western Australia Day	Monday 7 June

School Holidays for 2020July Holidays

4 July to 19 July 2020

September Holidays

26 September to

11 October 2020

Christmas Break

18 December 2020 to

31 January 2021

School Holidays for 2021April Holidays

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: