

This form is for the purpose of registering your interest in venue hire at the Stirling Leisure Centres – 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? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address:	
Phone (H):	Phone (W):
Phone (M):	Is your mobile phone an iPhone? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email:	
Correspondence Method: <input type="checkbox"/> Email	<input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email:	
Invoice Frequency: <input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
Please note: Accounts are due and payable one month in advance of the booking month/quarter/year	
Invoice Method: <input type="checkbox"/> Email	<input type="checkbox"/> Post
Receipt Method: <input type="checkbox"/> Email	<input type="checkbox"/> 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 times. You will automatically be allocated a maximum of 15 minutes before and after your booking for set up/pack away, however, if you require more than 15 minutes, you will need to book it.
- **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 **dark grey** and **School Holidays** have been **underlined**. A list of holidays is available on the next page.

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

SLC - Scarborough	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 2018						
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 2018						
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 2018						
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 2018						
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 2018						
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 2018						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				31	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 2019						
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 2019						
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 2019						
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 2019						
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 2019						
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 2019						
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

Additional Information (if applicable):

Public Holidays in Western Australia for 2018		School Holidays for 2018
Queen's Birthday	Monday 24 September	<u>Winter (Term 2)</u>
Christmas Day	Tuesday 25 December	30 June to 15 July 2018
Boxing Day	Wednesday 26 December	<u>Spring (Term 3)</u>
Public Holiday in Western Australia for 2019		22 September to 7 October 2018
New Year's Day	Tuesday 1 January	<u>Summer (Term 4)</u>
Australia Day	Monday 26 January	14 December 2018 to 3 February 2019
Labour Day	Monday 4 March	School Holidays for 2019
Good Friday	Friday 19 April	<u>Autumn (Term 1)</u>
Easter Monday	Monday 22 April	13 to 28 April 2019
ANZAC Day	Thursday 25 April	
Western Australia Day	Monday 3 June	

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: