



Highton Hub Booking Form

This form should be used for individuals/organisations expressing interest in hiring The Highton Hub on a once-off or recurrent basis. This form does not guarantee use of facilities. All applications will be assessed on an individual basis.

Applicant Details

Organisations Name

ABN Number (if applicable)

Primary Contact Full Name

Primary Contact Phone Number

Secondary Contact Full Name

Secondary Contact Phone Number

Organisations Postal Address

Email address

Preferred method of contact:

(for receiving of invoices/communication)

Email

☐

Post

☐

Are you a first time Applicant or Existing Hirer?

(If this is a first time expression, please note that all new hirers are charged a \$500 bond)

First Time Applicant

☐

Existing Hirer

☐

Please check the box to confirm you have included a copy of current Public Liability Insurance (PLI) with your Expression of Interest. (Public Liability Insurance is a mandatory requirement)

I have included a copy of PLI

☐

PLI not required for one off event bookings i.e. birthday parties



Booking Details

Activities Proposed:

(Please give a brief description of the intended use of the centre during your booking)

Fee Details

Highton Hub Hall Hire - \$42.50 p/h

Highton Hub Birthday Party Hire (incl. Kitchen and outdoor area) - \$65 per hour excluding GST (minimum 3 hour booking)



Please specify your expression of interest for days & times of hire:

(Please Note: Expressions of Interest are only invited for the current financial year at this point in time.)

Commencement of Hire: ____/____/20____ Conclusion of Hire: ____/____/20____

Days Requested:

Monday ☐
Tuesday ☐
Wednesday ☐
Thursday ☐
Friday ☐
Saturday ☐
Sunday ☐

Times Requested:

From ____AM/PM TO ____AM/PM
From ____AM/PM TO ____AM/PM
From ____AM/PM TO ____AM/PM
From ____AM/PM TO ____AM/PM
From ____AM/PM TO ____AM/PM
From ____AM/PM TO ____AM/PM
From ____AM/PM TO ____AM/PM

Please be more specific on dates required i.e school term dates only



I/We acknowledge that by signing this form, I/We agree to abide by the Conditions of Hire as well as all Regulations regarding noise pursuant to the Environment Protection (Residential Noise) Regulations 2008. I/We also agree to inform the Highton Hub Management at least seven days prior to the booking date, of any changes, additions or cancellations or charges may apply.

Full Name

Signature

Date