

**Narrogin & Districts Senior Citizens Centre  
Booking Form**

Please fill in and Return this Form With Bond & Deposit
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Name of applicant: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

**If applying on behalf of an Organisation**

Name of Organisation: \_\_\_\_\_

Position held within Organisation: \_\_\_\_\_

Is your Organisation an incorporated body?      Yes    No      *(please circle)*

Bank Account Details (for refund of Bond) BSB: \_\_\_\_ - \_\_\_\_ Account No: \_\_\_\_\_

**Section/Area required**

- Wedding & Large functions hire (Functions requiring set-up the day before i.e. set-up/dismantle time, Main Hall, Activities Room and Kitchen included.)
- Hall hire only (with use of kitchen for cuppa only)
- Hall hire with use kitchen for warming and/or cooking
- Mary Hancock Lounge with Activities Room
- Mary Hancock Lounge
- Activities Room

**Function details**

Please answer the following questions that relate specifically to your booking requirements:

Date of function \_\_\_\_\_

Type of function \_\_\_\_\_

Approximate number of people attending \_\_\_\_\_

What time of the day is your function?

- Morning function       Afternoon function       Evening function

Time commencing & concluding \_\_\_\_\_ Please allow setting up and clearing away in your booked time.

Will you be charging guests an entry fee for your function?       Yes       No

Please provide a brief description of your activity (including discussion topic if using venue for a meeting/seminar)

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**Sound/Music information**

Is there going to be music or amplified sound at your function?  Yes  No

**Performing rights**

Hirers must comply with current regulations on use of copyright music or materials.

**Catering information**

Do you intend to have alcohol at your function?  Yes  No

If yes, will the alcohol be:  On sale to guests  Strictly BYO

Note: If you intend to sell alcohol, or include the cost of alcohol in the price of tickets, you must obtain an appropriate Liquor License from the Department of Racing, Gaming and Liquor.

What type of food do you intend serving at your function?

Sit down meal  Buffet  Cocktail style  Tea/coffee/cake only

No food provided  Other (please specify) \_\_\_\_\_

Name of Caterers \_\_\_\_\_

Address/Phone number of Caterers \_\_\_\_\_

**Insurance/Security Information**

Do you or your organisation currently hold Public Liability Insurance?  Yes  No

If yes, what is the amount of your cover \$\_\_\_\_\_ million

*Please include a copy of your Certificate of Currency with your completed Application Form.*

If no, do you intend to purchase cover before the commencement of your function?  Yes  No

Do you intend to have a private security company monitor your function?  Yes  No

If yes, name of Security Company: \_\_\_\_\_

Security Licence number of company: \_\_\_\_\_

**Terms and Conditions**

- 1 Hirers are asked to respect our premises and understand they are used by a range of different groups.
- 2 Hall/Rooms are offered with the requirement that they are left in the condition that they were in at the start of the booking.
- 3 Our Centre accepts no liability for loss or damage to any property that you may wish to bring in.
- 4 Time for setting up and clearing away must be allowed for within your booked time.

**Agreement with Terms and Conditions plus all other relevant information**

I have read, understood and accept the terms, conditions and general information specified in the Schedule of Hire Charges.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**For Office use only**

Date of function: \_\_\_\_\_

Time commencing: \_\_\_\_\_

Time concluding: \_\_\_\_\_

Total hours: \_\_\_\_\_

Setup day prior: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_

Amount paid: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_

Amount paid: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_

Amount paid: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_

Bond refund: \$ \_\_\_\_\_ Cheque No. \_\_\_\_\_ Date: \_\_\_\_\_

The facilities for hire at the Senior Citizens Centre provide heating and air-conditioning and disabled access. Functions can cater to a legal maximum of 210 people. The amenities include:

## FURNITURE AND EQUIPMENT

### Foyer:

- **Equipment/facilities available:**
  - ✚ Square tables – 2
  - ✚ 2 seater settee – 1

**Main Hall:** Parquet area approx. 70 sq meters and carpet area approx. 270 sq meters.

- **Equipment/facilities included:**
  - ✚ Chairs – 56
  - ✚ Square tables – 7
  - ✚ Long tables – 4
  - ✚ Stools – 6
- **Equipment/facilities available in Main Hall store:**
  - ✚ Arm chairs – 51
  - ✚ Chairs – 33
  - ✚ Long tables – 17
  - ✚ Chair trolley – 1
  - ✚ Table trolley - 1
  - ✚ Carpets, bowls, etc for Carpet Bowls
  - ✚ Microphones, Roll-up screen

**Stage:** Wooden floor approx. area 40 sq meters

- **Equipment/facilities available:**
  - ✚ Stage lightings, curtains
  - ✚ Piano – 1
  - ✚ Organ – 1
  - ✚ Lectern – 1
  - ✚ Disabled access (Key to lift available on request)

**Kitchen:** Vinyl floor

- **Equipment/facilities included:**
  - ✚ 1 gas stove with 6 burners
  - ✚ 1 electric stove with 4 burners
  - ✚ 1 wall oven
  - ✚ 1 microwave
  - ✚ 1 cool fridge
  - ✚ 1 large fridge
  - ✚ 1 freezer
  - ✚ Bain Marie – 1 large & 8 small dishes with covers
  - ✚ 1 dish washer
  - ✚ 1 large urn
  - ✚ 1 small urn
  - ✚ 1 kettle
  - ✚ Cutlery & crockery for 150 persons
  - ✚ 1 tea-towel airing rack
  - ✚ 3 bar stools
  - ✚ 2 rubbish bins

**Meeting Rooms:**

- **Mary Hancock Lounge**
  - **Facilities included:**
    - ✚ Square tables – 2
    - ✚ Chairman chairs – 2
    - ✚ Committee chairs – 9
    - ✚ Chairs – 4
    - ✚ Settee – 1
- **Activities Room**
  - **Facilities included:**
    - ✚ Long table – 1
    - ✚ Chairs – 6
    - ✚ Microwave – 1
    - ✚ Kettle – 1
    - ✚ Bar fridge – 1

## **Cleaning Requirements:**

**Please leave the centre clean, neat and tidy after use.**

- ✓ Main hall carpet area is to be vacuumed, parquet area and stage to be swept with shaggy broom.
- ✓ Please ensure that tables and chairs from the store room **must** be returned to the store room and to be stacked neatly as indicated on chart which is posted on the inside of the store room door.
- ✓ Tables and chairs originally from the main hall must be set as indicated on chart posted in the main hall on wall by the kitchen.
- ✓ Kitchen benches, stoves and urns should be wiped clean and floor mopped if necessary.
- ✓ Check that toilets & toilet bowls are clean.
- ✓ The vacuum, shaggy broom, mop and pail are located in the laundry area.
- ✓ Lock hall and kitchen fly screens.
- ✓ Switch/turn off oven, air-con, heater and lights.
- ✓ Meeting Rooms – only the tables and chairs as stated should stay in their respective rooms, any others to be returned to their proper place.
- ✓ Report breakages.
- ✓ **Cleaning services can be arranged at extra cost.**

**As the centre is run by senior volunteers, we would appreciate your co-operation.**

**Thank you.**

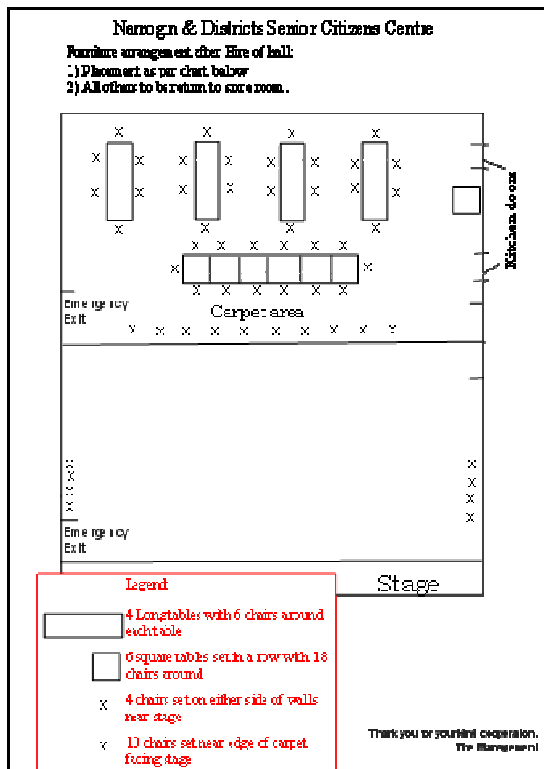


Chart posted in the main hall on wall by the kitchen

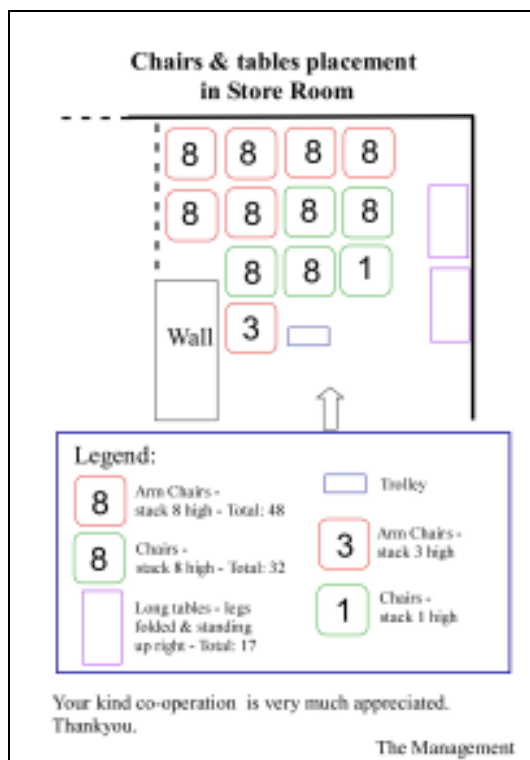


Chart posted on the inside of the store room door

