

# NSCC VENUE HIRE FORM

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Email completed form to [info@northsydneycentre.com.au](mailto:info@northsydneycentre.com.au)

Please note that any time/date and rooms are not guaranteed until you receive a confirmation email from NSCC.

Please wait for confirmation of your reservation from the Centre before making any event arrangements.

## APPLICANTS DETAILS (must be over 18)

Contact Person:

Company Name:

Mailing Address:

Phone:

Mobile:

Email:

## HIRE DETAILS

Access to the venue is not permitted outside times and dates booked. Minimum booking of three (3) hours for parties with access to the playground. Minimum booking of two (2) hours for meetings, workshops and seminars. Where possible we allow 30 minutes before the booking period begins to set up and 30 minutes at the end of the hire period to pack/clean up. For longer setup/pack up times normal room hire charges apply.

Hire Date:

Time:

to:

Room you wish to hire:

Total number of guests:

Number of adults:

Number of children:

What are you intending to use the room for? (Please describe your group or activity):

## PUBLIC LIABILITY INSURANCE

The HIRER must have current public liability insurance of ten million dollars (\$10,000,000). A certificate of currency must be provided. Casual insurance for community based hirers is available from North Sydney Council (who are separate to us). All 'casual hirers' must complete the appropriate insurance application form as provided by North Sydney Council and submit it with payment to North Sydney Council prior to the booking date. (See Term and Conditions)

## EQUIPMENT INCLUDED (subject to availability – specify number needed below)

Please note the following equipment maximums: Trestle Tables: 13, Children Tables: 10, Adult Chairs: 30, Children Chairs: 20. If you require more than these maximums please call the Center to discuss options.

Trestle Tables (75 x 180cm)

Children's Tables (60 x 120cm)

Adult's Chairs

Children's Chairs

Hot water urn

Portable stereo

Please notify us if you are a registered not for profit.

**Yes, I have read and accept the Term and Conditions**

**SIGNATURE:**

**DATE:**

# CREDIT CARD AUTHORISATION FORM

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To confirm your Venue booking a 30% deposit will be processed using your card authorisation, on receipt of this form.  
If your preferred time/date or rooms are not available, no payment will be processed until we have confirmed alternative arrangements with you.

The remaining balance will be processed the week of your event.

## CREDIT CARD HOLDER INFORMATION

Name on Credit Card:

Card Number (Visa / Mastercard):

Expiry:

CVV (Three digits top right corner on the back):

## AUTHORISATION OF CARD USE

I certify that I am the authorised holder and signer of the credit card above. I certify that all information above is complete and accurate.

I hereby authorise collection of payment of all charges for our event including a non-refundable deposit (30% of the hire fee) from the credit card information provided above. I understand the payment will be charged on separate occasions, a deposit and remaining payment for the event. North Sydney Community Centre holds the right to charge the nominated card for any additional charges/damages including post event.

**SIGNATURE:**

**DATE:**

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