



Name of Hirer: _____

Address: _____

Email _____ **Address:** _____
_____ **Contact Numbers:** _____

_____ **Venue to be Hired:**

Forde Community Centre Hall

Training Room

Type of Function: _____
(Brief description) _____

Casual Hire
(One off use – Permanent Hire Request is on the next page)

Date Required: _____

Access Time: _____

Exit Time: _____



Permanent Hire:
 (Regular and ongoing use)

Dates Required: _____

Day(s) of the Week:

Monday Tuesday Wednesday
 Thursday Friday Saturday
 Sunday

Access Time: _____

Exit Time: _____

School Term Only: Yes No

Include Public Holidays: Yes No

Please note – the following conditions apply to all hire:

(for full Terms and Conditions of Hire please refer to the website)

- Woodlands and Wetlands Trust (WWT) does not hire any facilities for birthday parties beyond 'turning 12', school formals or after parties.
- The sale or consumption of alcohol is strictly prohibited within any facilities or the surrounding areas in accordance with venue hire policies.
- Due to the neighbourhood location of facilities at Forde and the subsequent noise restrictions imposed, loud music is not permitted at any time. This includes the use of recorded music or performances and rehearsals of musical instruments of any kind.
- The erection of jumping castles and the use of BBQs within any facilities or the surrounding areas is not permitted at any time.
- Hire fees apply from the time access to the facility is required up until the venue is secured at the conclusion of the hire period. **Booking times must include set up, pack down and cleaning after the event.**



- Community groups seeking reduced fees for hire are required to provide documentation that demonstrates Not For Profit status.
- Function rates apply to bookings on Friday and Saturday from 3pm until midnight and Sunday.
- Public Liability Insurance is a requirement – please refer to full Terms and Conditions for further information.
- **The submission of the Expression of Interest for Hire form does not constitute the acceptance of a booking. A representative from WWT will make contact with the signatory on this form within seven days from receipt to advise venue availability and confirm further details.**

I, _____ (name of Hirer) confirm I have read and understood the above conditions and guarantee the information provided on this form is a true and accurate representation of the intended purpose of hire.

Signed: _____

Date: _____

Please submit Expression of Interest for Hire form to:
Forde.Bookings@mulligansflat.org.au