



WYONG SHIRE COUNCIL
building a better tomorrow!

WYONG SHIRE COUNCIL
The Berkeley Centre

ABN: 47 054 613 735
PO Box 5145, Chittaway Bay 2261
Phone: (02) 43885801
Fax: (02) 43882081
Email: theberkeleycentre@idx.com.au



**CENTRAL
COAST**

APPLICATION FOR USE OF COUNCIL FACILITY

**Please complete all fields on this form and return to The Berkeley Centre Booking Officer
Hall/Community Centres: within 21 days from application issue date**

Booking No:		Issue Date:		
Section 1 – Hirer Details / Contact Information				
Organisation Name				
Primary Contact Name				
Official Position	(President, Secretary etc)			
Postal Address				
Telephone	Home:	Work:	Mobile:	
Other Contact Source	Fax	E-mail:		
Alternate Contact Name	Name:	Title:		
Postal Address				
Telephone	Home:	Work:	Mobile:	
Section 2 – Details of Hire				
Facility				
Type of Function/Activity				
Insert areas required Within facility. (eg. Room, kitchen, sportsfield, canteen)				
First date of Hire			Last date of Hire	
Frequency of Hire (e.g. one-off, weekly, Monthly – third Tuesday, etc)				
Hire Details:	Start Time	End Time	Approx. No. of attendees	Kitchen / Canteen / Toilets Required–yes/no
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Section 3– Additional Casual Booking Requirements				
Proposed Date	Start Time	End Time	Type of Function/Activity	

Section 4– Function/Activity Details (during current or proposed for next year)		
Is facility required in School Holidays	HALL NOT AVAILABLE	
Final use date before Christmas Break/...../.....	
First use date after Christmas Break/...../.....	
List of Public Holidays and other dates that facility will not be required for use by your organisation or group/...../...../...../...../...../...../...../...../...../...../...../...../...../...../...../...../...../.....	
Section 5 – Public Liability Insurance – Minimum cover \$20 million unless otherwise approved by Council (Copy of current policy to be attached)		
The Insured		
Insurance Company		
Broker (if applicable)		
Amount of Cover		
Policy No		
Expiry Date		
Section 6 - Agreement		
I/we agree to hire the above named facility, in concurrence and compliance with the Terms And Conditions attached hereto. I/we hereby certify that the information supplied in this application is correct to the best of my/our knowledge and I undertake to advise Wyong Shire Council immediately should any damages to the facility or its equipment be caused during the course of my/our hire.		
Name of Applicant(s)		
Signature of Applicant(s)	x	x
Dated		

Sportsground and Reserve Users Only

Please provide a site map of proposed area of use.