



REGULAR HIRE AGREEMENT

GOODWOOD COMMUNITY CENTRE

32-34 Rosa Street Goodwood SA 5034

Phone: 08 8272 7148

Email: bookings@gwcs.org.au

HIRER DETAILS

NAME OF GROUP/ORGANISATION:

CONTACT PERSON:

POSTAL ADDRESS:

CONTACT NUMBER:

ABN:

EMAIL:

INSURANCE EXPIRY:

COPY ATTACHED: Y/N

BOOKING DETAILS

SPACE TO BE HIRED:

DAY:

TYPE OF ACTIVITY:

NUMBER OF HOURS:

START AND FINISH TIME:

NUMBER OF PEOPLE ATTENDING

FREQUENCY OF INVOICE: MONTHLY/ EVERY SIX MONTHS/ YEARLY

AGREED HIRE FEE :

DATES REQUIRED

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

CONFIRMATION OF AGREEMENT

I/ We:

- Confirm this booking and agree to be bound by the Conditions of Hire;
- Understand the invoice arrangements and that payment is due and payable prior to by bookings;
- Understand that failure to pay invoices may result in bookings being cancelled;
- Ascertain that the information provided is true and correct and that I am over the age of 18;
- have completed all areas of the Hire Agreement;
- Agree to receive email correspondence from Goodwood Community Services Inc on centre updates

NAME:

SIGNED:

DATE:

ADMINISTRATION USE ONLY

ENTERED INTO CALENDER

INSURANCE CERTIFICATE COPY



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HIRER DETAILS

DO YOU CURRENTLY USE ANY CUPBOARDS/STORAGE? IF YES, LIST LOCATION AND NUMBER:

LIST EQUIPMENT YOU USE THAT BELONGS TO GOODWOOD WHEN HIRING CENTRE:

ANY GROUP FACEBOOK/ INSTAGRAM PAGES (SO WE MAY CROSS PROMOTE YOUR GROUP):

ANY POTENTIAL OHS ISSUES YOU CAN IDENTIFY THAT NEED ATTENTION?:

HOW MANY PARKING PASSES FOR THE YEAR DO YOU NEED?:

(needed only for people using car park between 9-5 Mon-Fri, parking for over 4 hours.

DOES YOUR GROUP CURRENTLY HAVE KEYS TO CENTRE, IF YES HOW MANY?:

We would love to show the wider Goodwood Community the amazing and diverse groups that use this centre.

If you and your group could please send us a current and/or historical group photo that we can display, that would be greatly appreciated.

Please email to bookings@gwcs.org.au.

Please also send through an updated description of your activity for the annual Brochure. eg, name, age group, price, duration. BY NOVEMBER 1st 2019 at the latest.