

Venue Hire Application

Welcome to the Ferntree Gully Community Arts Centre.
Meeting Room. Function Space. Commercial Kitchen. Accessible Amenities.

This venue hire application is required to book spaces within Ferntree Gully Community Arts Centre.

Step One

Before completing this form, please make contact with team to discuss your preferred dates and activity, and arrange a venue tour as required.

Step Two

Please complete and return this application form at least two (2) weeks prior to your proposed booking dates.

Electronic applications (preferred), please send by email to: ferntreearts@knox.vic.gov.au

Hand delivered or posted applications:
Ferntree Gully Community Arts Centre
1010 Burwood Highway
Ferntree Gully VIC 3156

Applicant Details

Name:

Position Title:

Organisation:
(if applicable)

Address:

Postcode:

Phone:

Mobile:

Email:

Booking Summary

Event Title:								
Event Description:								
Dates/Days:								
Time (start to finish):								
Frequency of booking	Solitary		Weekly		Fortnightly		Monthly	

Expected Attendance (per event)

Attendees	
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Community/Not for Profit Rates	
Regular Hire Groups (minimum three bookings per term)	\$40.00 per hour
Casual hire / Room (Weekdays)	\$46.00 per hour
Function Clean Up Fee (applied to bookings three hours or more, involving food/drink/arts)	\$220.00 per hour

Rates include Chairs (40), Trestle Tables (18), Data Projector and Screen (if required)

Commercial Rates	
Regular Hire Groups (minimum three bookings per term)	\$65.00 per hour
Casual hire / Room (Weekdays)	\$57.00 per hour
Function Clean Up Fee	\$220.00 per hour

Rates include Chairs (100), Trestle Tables (18), Data Projector and Screen (if required)

Will alcohol be served at your event?

Yes	Please note that if alcohol is served, an increased hire bond will apply, and licensed Security staff may be required to be supplied at hirer's expense.				
No					
If Yes, will the alcohol be sold or given to patrons?		Sold		Given	

Deposits

20% of the hire fee is required to be paid within 14 days of Council receiving your Booking Confirmation.

Failure to pay this deposit will result in the release of your requested date, times and spaces and will halt the assessment of your application.

Bonds

Alcohol:	Bond Applied (inc GST):	Please Select:
Without alcohol	\$375.00	
With alcohol	1,222.00	

Public Liability Insurance

Do you require access to Knox City Council's Public Liability Insurance?

Your organisation must provide a valid Certificate of Currency of up to \$20 million in Public Liability Insurance. insurance covers all patrons who participate in your event.

If your organisation does not have Public Liability Insurance, you may be eligible to be covered by Knox City Council's policy. Please contact venue staff for more information.

Agreement

In submitting this Venue Hire Application, I/We acknowledge the following (please tick):

I/We have read and understood the Venue Hire Information for Ferntree Gully Community Arts Centre and that all information provided in this application is true and correct.	
I/We have physically visited and had a tour of the Ferntree Gully Community Arts Centre.	
I/We will be liable for any hire fees or holding bonds associated with this application request and that failure to make payment in full by the requested date will cancel and invalidate my/our booking.	
Any alterations to the Venue Hire Agreement must be provided in writing no less than 48 hours prior to the change.	
Management reserves the right to charge or withhold the 20% deposit as a result of a late cancellation (within 2 weeks of the booking).	
Management reserves the right to decide minimum staffing requirements for bookings, in order to safely meet event requirements.	

Signed:

Name:

Date:

Once your application has been approved, a member of our venue team will contact you to confirm all details and fees. Following this, a Venue Hire Agreement will be sent to you via email.

Your booking cannot be confirmed until your deposit and bond are paid, supporting documentation is received and a signed Venue Hire Agreement is returned to venue staff.