

Meeting Room Hire Application

Welcome to the Knox Community Arts Centre.

Theatre. Meeting Room. Function Space. Commercial Kitchen. Accessible Amenities.

This venue hire application is required to book the Meeting Room within Knox Community Arts Centre.

The meeting room includes:

- Carpeted multi-purpose space with folding doors opening to foyer space
- Adjoining commercial kitchen
- Seating for up to 50 people (theatre style) or 25 people (boardroom style)
- Chairs and up to 10 rectangle tables available
- Quality projection screen and sound system

For more information please visit www.knox.vic.gov.au/hirekcac or contact us to arrange a venue tour, quote or booking.

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

Please complete and return this application form at least two (2) weeks prior to your proposed booking date. Application forms submitted less than two (2) weeks prior to the proposed booking date will be subject to staff availability and may require upfront payment of any hire fees.

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

Hand delivered or posted applications:

Knox Community Arts Centre
Corner Mountain Highway and Scoresby Road
Bayswater VIC 3153

Applicant Details

NAME:

POSITION TITLE:

ORGANISATION:
(IF APPLICABLE)

ADDRESS:

POSTCODE:

PHONE:

MOBILE:

EMAIL:

Booking Summary

Event Title:								
Dates/Days:								
Venue Access Times: (entry and exit)								
Frequency of booking	Solitary		Weekly		Fortnightly		Monthly	
Room Setup (tables and chairs)	Boardroom Style (U-Shape)		Theatre Style		Other			
Number of People								

Requested Rooms / Spaces

Standard Rates			Community Rates		
	Meeting Room	\$71 per hour		Meeting Room	\$46 per hour
	Meeting Room 6+ hours	\$63 per hour		Meeting Room 6+ hours	\$42 per hour

Meeting Room: Rate includes Chairs, Trestle Tables (10), PA system, Lectern, Projector & screen

Schedule

Activity:	Dates:	Access required from:	Access required until:
Set-up / Arrival Time			
Meeting			
Pack-up / Departure Time			

Complimentary Equipment

Please specify if any of the following complimentary equipment will be required during your hire period.

Equipment:	Details:	QTY:
Lectern		
Chairs – Black		
Tables – Trestle (up to 10)		
Projector		

Deposits

A booking is not confirmed until a minimum of 20% total hire deposit has been made.

If another applicant is interested in your dates and a deposit has not been made, you will be contacted to make payment. Failure to pay this deposit will result in the release of your requested date, times and spaces.

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

If alcohol is to be served at your event, please provide a copy of your liquor license and Responsible Service of Alcohol (RSA) certificates for all bar staff a minimum of seven days prior to your event.

A temporary liquor license can be obtained through the Victorian Government, here:

<https://www.vic.gov.au/apply-temporary-limited-liquor-licence>

Please note: Temporary liquor license applications can take up to 6 weeks to process.

Bonds

Bonds must be paid **no later than seven days** prior to your booking and can be refunded after your booking or held for future bookings (unless used to cover any damage to the Venue or its equipment made during the booking). One of the following bond amounts will be applied to your booking based on criteria outlined in Knox City Council's Casual Hire of Community Facilities Policy.

Level 3 Security Bond	\$1,322.00
Level 2 Security Bond	\$789.00
Level 1 Security Bond	\$406.00

Public Liability Insurance

Your organisation must provide a valid Certificate of Currency of up to \$20 million in Public Liability Insurance. This 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 Knox 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 Knox Community Arts Centre.	
That I/We will be liable for any hire fees or holding bonds associated with the hire such as repairs or cleaning caused by damages.	
I/We understand that failure to make bond 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).	
I/We agree that a 20% deposit is required to hold the booking date(s) and failure to pay the deposit will see the release of the booking.	
I/We understand that management reserves the right to decide minimum staffing requirements (FOH & BOH) for bookings, in order to safely meet event requirements, at the expense of the hirer.	
I/We will provide a copy of my/our liquor license and relevant RSAs a minimum of 7 days prior to the event.	

Signed:	
Name:	
Date:	

Once your application has been approved, a member of our venue team will contact you via e-mail to confirm the booking. An event report will be sent to you at this time, which itemizes the total hire cost quoted. The 20% deposit will be due no later than 30 days after the confirmation of the booking.