



APPLICATION FOR HIRE & FORM OF AGREEMENT

PLEASE READ ALL DOCUMENTATION CAREFULLY BEFORE COMPLETING

Only on receipt of this Form along with the Full Payment (including the Bond Payment – where applicable) will the Booking be confirmed.

THE LESSEE / HIRER

DATE OF APPLICATION		
ABN (if applicable)		
NAME / GROUP /ASSOCIATION ORGANISATION	NAME	
	POSTAL ADDRESS	
	PHONE	
	MOBILE	
	EMAIL	
	TITLE	
	NAME	
APPLICANT'S CONTACT DETAILS	POSTAL ADDRESS	
	PHONE	
	MOBILE	
	EMAIL	
	TITLE	
INVOICING DETAILS (if different to contact person)	POSTAL ADDRESS	
	PHONE	
	MOBILE	
	EMAIL	

INSURANCE DETAILS

INSURANCE COMPANY		POLICY NO. <input type="radio"/> Copy Attached
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BOOKING DETAILS

I hereby apply to hire the below detailed area(s) of the LIFE development centre on the day(s) and at the times shown.

FUNCTION DATES/TIMES (4hrs or 8hrs)	DAY	DATE	TIME			
	SUNDAY	/ /	From	am/pm	To	am/pm
	MONDAY	/ /	From	am/pm	To	am/pm
	TUESDAY	/ /	From	am/pm	To	am/pm
	WEDNESDAY	/ /	From	am/pm	To	am/pm
	THURSDAY	/ /	From	am/pm	To	am/pm
	FRIDAY	/ /	From	am/pm	To	am/pm
	SATURDAY	/ /	From	pm	To	pm
THE LDC FACILITY IS AVAILABLE FOR HIRE FROM:	Sunday – Thursday 8.00am – 10.00pm Friday 8.00am - 2.00pm (extra hours by special approval by Ldc Bookings Manager only) Saturday 7.00pm – 10.00pm (special events approved by Ldc Bookings Manager only)					
ROOM/ROOMS REQUIRED	<input type="radio"/> Auditorium 1 <input type="radio"/> Auditorium 2 <input type="radio"/> Conference Room <input type="radio"/> Foyer & Café Bar <input type="radio"/> Kitchen <input type="radio"/> Classrooms 1, 2, 3, 4 Family Centre: <input type="radio"/> Auditorium 3 <input type="radio"/> Classrooms 1, 2, 3 <input type="radio"/> Foyer & Café Area (All bookings requiring catering must pay the Kitchen Hire fee. Separate catering arrangements and payment are required).					
TYPE OF FUNCTION (conditions apply)	<input type="radio"/> Conference <input type="radio"/> Training <input type="radio"/> Workshop <input type="radio"/> Wedding <input type="radio"/> Other _____			EXPECTED NUMBER OF PEOPLE		
SET UP TIME	Date:	/ /	From	am/pm	To	am/pm
PRACTICE	Date:	/ /	From	am/pm	To	am/pm
ACCESS AT	Date:	/ /	From	am/pm	To	am/pm
VACATE BY	Date:	/ /	From	am/pm	To	am/pm
BOOKINGS	<input type="radio"/> Regular <input type="radio"/> One Off A regular booking is one which recurs at regular intervals as stated in General Conditions of Hire 2.4 eg. Daily, weekly, bi-monthly etc. but not less frequently than monthly.					
CANCELLATION OF BOOKINGS	As per General conditions of Hire 2.6					
BONDS	As per General Conditions of Hire 2.7					
SPECIAL PACKAGE/S	By arrangement with the Ldc Bookings Manager only					

HIRE AGREEMENT EXTRAS	<input type="radio"/> Operator or Technician for Sound System (PA) <input type="radio"/> Operator for PowerPoint Presentations <input type="radio"/> Ldc Musician for Piano/Organ <input type="radio"/> Operator for Livestreaming <input type="radio"/> YES <input type="radio"/> NO These extras are at an additional fee	
	Fob keys are only issued to regular hirers by arrangement with the Ldc Bookings Manager. Fob key charges refunded on return.	



67 Warrener Street Nerang
GOLD COAST AUSTRALIA QLD 4211
PO Box 3181 NERANG DC QLD 4211
ABN: 23 104 195 897

P: (07) 5578 2877 or 0449 757 401
Email: LDC@centraladventist.church

The Term of this Agreement (for Regular Booking) is:

FROM: _____ **TO:** _____

I/We hereby apply to hire the above detailed area(s) of the Centre on the day(s) and at the times shown.

I/We agree that the Centre shall be used for the purpose as stated and for no other purpose. I/We now agree to pay the total rental fee plus the appropriate bond on account of such hiring. I/We agree that I/we shall be bound by, and shall observe, perform and fulfil the terms and conditions as set out in the General Conditions of Hire, a copy of which I/we certify having received and read in full and understood. I/We agree that such Terms and Conditions shall be deemed to be incorporated in and form part of this Agreement and that I/we shall promptly pay to the Centre all monies which may hereafter become payable in respect of the hiring of the Centre on the terms and conditions of this Agreement.

The Hirer must receive a copy of the General Conditions of Hire and any instructions relating to fire together with this Agreement and sign they have received such.

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The Lessor/Hirer

The Lessee/Hirer

The legal entity care for property transactions for the LIFE development centre & Gold Coast Central Seventh-day Adventist Church is Australasian Conference Association Ltd.

AUSTRALASIAN CONFERENCE ASSOCIATION LTD

Name of Lessor

.....

Name of Lessee (please use block letters)

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Signature Lessor
LIFE development centre Booking Manager

.....

Signature Lessee

Date:

Date:

Please complete, sign and return to:

Bookings Manager
LIFE development centre
PO Box 3181
NERANG DC QLD 4211
OR via Email: ldc@centraladventist.church

I/We have received a copy of the General Conditions of Hire and instructions relating to Fire with this Agreement.

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Signature Lessee