

Payneham Community Centre

374 Payneham Rd
Payneham SA 5070



City of
Norwood
Payneham
& St Peters

Application for Hire

Name of Hirer or Organisation:

(Please state who a refund cheque should be made payable to, if not the hirer)

Organisation Status: Commercial Not for Profit Local Non Local Private

Postal Address of Hirer / Organisation:

Suburb:

Postcode:

Contact Person:

Telephone (home):

(business):

(mobile):

Email Address:

Purpose of Hire:

Number of Guests/Participants:

Will alcohol be consumed or served? Yes No

Please provide details of hire in the box below:

Room required	Date required	Start Time to Finish Time (include set up and pack up time)	Rate quoted
Meeting Room			
Room 1			
Room 2			
Main Hall			
Small Hall			
Kitchen			
Staff required	Date required	Start Time to Finish Time	
Security Guard			

Name of person collecting keys:

Date of collection:

Phone No:

I/We have received and read the *Terms & Conditions* of hire and attached the Declaration Form;

Please tick

I/We hereby agree to be bound by such requirements and conditions and acknowledge and accept that any damages will be the responsibility of the hirer;

Please tick

I/We have attached a copy of my/our current insurance policy (*Certificate of Currency*);

Please tick

Name _____

Sign _____ **Date** _____

City of Norwood Payneham & St Peters
175 The Parade, Norwood SA 5067

Telephone 8366 4555

Email townhall@npsp.sa.gov.au

Website www.npsp.sa.gov.au

Socials [f /cityofnpsp](https://www.facebook.com/cityofnpsp) [@cityofnpsp](https://www.instagram.com/cityofnpsp)



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< OFFICE USE ONLY >

	Amount	Date	Rec No	Number	Cat	ID
Deposit RC 484						
Hire Fees RC484						
Bond RC485						
Key Bond RC485						
Security Guard RC101 (10065.18.132)						
TOTALS						