



**Application for Hire of Community Venue (Regular)**

Head Office Enquiries: 320 George St, Windsor P: 02 4587 0222  
 Hawkesbury Leisure & Learning Centre: 114 March Street, Richmond P: 02 4578 2072  
 South Windsor Family Centre: Greenhills Way, South Windsor P: 02 4587 0222  
 Peppercorn Services Inc. ABN 34 611 224 255

<b>Hirers Details:</b>		
Organisation or Hirer's Name:		
Address:		
Email Address:		
Contact name:	Position:	Phone:
Venue Required:	Room Name:	
Purpose of Hire:		
Days Required:	Time Required:	From To
Commencement date:	Final Date for the year:	Review Date:
<b>Public Liability Insurance</b>		
<ul style="list-style-type: none"> <li>For incorporate bodies, sporting clubs / associations, commercial hirers – attach copy of Public Liability Insurance certification with a minimum cover of \$10 million.</li> <li>For other non-profit groups or individuals – attach copy of Public Liability Insurance certification with a minimum cover of \$5 million.</li> </ul> <p><i>Hirers that fail to provide a copy of suitable, current Public Liability Insurance policy or a certificate of currency will be denied access to the venue.</i></p>		
Insurer:	Policy Number:	Expiry Date:
<b>Your Commitment as Hirer</b>		
<ol style="list-style-type: none"> <li>I confirm that the booking details including venue, date and time as set out above are correct and include the time required for setting up and for cleaning prior to departure.</li> <li>I understand that I will be required to pay for any additional time the venue is used.</li> <li>I have read and understand the Peppercorn Services Inc. "Conditions of Hire" as well as any additional conditions of use as issued by the booking officer and agree to abide by these conditions.</li> <li>I undertake to be responsible for the payment of the bond, hire charges and GST; as well as any additional cleaning required and the cost of any damage caused in association with the hire of the venue.</li> <li>I am solely responsible for the playing of recorded music or videos and acknowledge that Peppercorn Services Inc. has not authorised me or in any way bears responsibility for the performance of any recordings of the works comprised therein at the proposed function.</li> </ol> <p><i>The hirer must be aware that your use of the venue could result in an action for damages against them due to an allegation of negligence.</i></p>		
Signed:	Print Name:	Date:

**PLEASE NOTE:** Venues available for hire from Peppercorn Services Inc. are owned by the Hawkesbury City Council. Peppercorn Services Inc. is the delegated manager of these venues.

**Privacy Notification—Hire of Facilities**

Peppercorn Services Inc. is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained.