# When applying to hire a space please consider the following: Bookings are only confirmed once booking is approved and payment received. If the hirer cancels in writing to bookings@multiculturalhub.com.au cancellation fee would apply according to the terms of hire (clause no 3) Please liaise with Hub staff if you intend to bring any additional equipment into the venue. Section 1: Hire's information 1. Name of Organisation ( Please include brief description) 2. Contact Person 3. Postal Address 4. Suburb Postcode 5. Email 6. Contact details of person running Contact person Mobile activity in Room if different from above: 7. ABN 8. Organisation Type ( select one from options below 8.a to 8.d) 8.a Small Community Group: to be eligible in this category you must provide Not for profit status documentation including evidence; must supply one of the following (8.a.i or 8.a.ii): 8.a.i Incorporated Association/ company limited by guarantee must provide a copy of their last Annual report as evidence of annual turnover of less than \$150000 OR 8.a.ii An unincorporated Association must provide a statutory declaration signed by your current president or chairman & witness by legally authorised person declaring your annual turnover and that you have no paid staff. 8.b Not for Profit NGO: Incorporation status: Incorporated Association Not Incorporated Company limited by guarantee 8.c Government (includes statutory authorities) Primary or Secondary School; TAFE/University 8.d Commercial/ Private 9. Public Liability Insurance Details: Please Provide a copy of your Certificate of Currency **Policy Number:** Expiry date If you don't hold Public Liability Insurance please mark this box [ ] ( Terms & condition item no 13) 10. Target Group Senior migrants New and emerging (including refugees) International Students Indigenous Multi-faith Other (please describe)



11. Ethnicity:



Section 2: Activity Information						
12. Name of Activity/Event						
13. Date (s) required						
14.Times required- please include set up and pack up/tidy up time in your booking (fees apply if you run overtime)  Minimum 3hrs bookings, per room, per day	Time access required from	Time function commences	Time function ends at	Time Venue vacated	Total hours of booking	
15. Event Type						
16. Number of attendees						
17. Preferred Room/s (if known)	1 <sup>st</sup> preference	1 <sup>st</sup> preference		3 <sup>rd</sup> preference		
			Whateve available	_		
18. Additional Equipment (Fees Apply)	<ul> <li>□ Data Projector</li> <li>□ Public Address system(Includes 2 Microphones)</li> <li>□ Flip Chart</li> <li>□ Sewing Machines</li> <li>□ Lectern</li> </ul>					
19. Car Parking space (Limited parking available, Fees apply)	☐ Number required  (Maximum 8 car parking spaces subject to the availability and parking only allowed for the duration of the event)					
Please advise people who will use the car park to wait at the roller door in Therry St and phone 90921500 or use intercom phone for car park access.	Who is using the car park;  same person requesting this booking or different person If a different person;  Name of the person:  Mobile phone number:					
20. Disabled Access	Should there be an emergency evacuation we need to inform services such as Fire and Ambulance if there are people in the building that require special assistance. Will people be attending that have special mobility needs?					





21. CATERING ARRANGEMENT				
<ul> <li>No food will be served (Please go to question no 22.)</li> <li>Hub to recommend caterers</li> <li>We are providing our own catering. Name of the caterer</li> <li>Food will be served within our booked room</li> <li>Additional room required for food (fees apply). Time meal to be served</li> <li>Urn only required (no charge)</li> <li>Cold water only required</li> </ul>				
Will alcohol be served? ☐ Yes ☐ No. If yes, evidence of liquor license must be produced if you are charging a fee for the entrance to the event or you are selling alcohol.				
Hub to arrange,  (When you order tea/coffee, Hub provides disposable cups)	□ Self serve instant tea and coffee-All day per serve (\$5 per serve)  Number of serves required: □ Self serve instant tea/coffee and biscuits-All day per serve (\$6 per serve)  Number of serves required: □ Self serve instant tea and coffee (\$2 per serve)  Number of serves required: □ Self serve instant tea, coffee and biscuits (\$2.50 per serve)  Number of serves required:			
crockery/cutlery	<ul> <li>☐ We will provide our own disposables</li> <li>☐ We would like to use AMES mugs which we will wash &amp; dry by ourselves (conditions apply)</li> <li>The Hub doesn't provide any crockery/cutlery, disposables or paper serviettes</li> </ul>			
22. ROOM SET UP/ PACK UP & CLEANING				
Who will set up your room?	☐ We will set up the room ☐ Hub staff requested to set up (Fees apply)			
How many chairs and tables do you require?	Tables Chairs (Table dimensions, 1800x900 cm, all other rooms except Gallery and Rehearsal 150 x 75 cm)			
Proposed Room Set Up (Please refer brochure)	☐ Standing ☐ Theatre ☐ Workshop ☐ U- Shape ☐ Meeting ☐ Discussion (circle of chairs) ☐ Other (Please describe) Additional room set up requirements:			
Who will pack up your room?	<ul><li>☐ We will pack up the room (as per terms &amp; condition 5)</li><li>☐ Hub staff requested to pack up (Fees apply)</li></ul>			
Who will clean your room?	<ul><li>☐ We will clean the room (as per terms &amp; condition 5)</li><li>☐ Hub to arrange cleaning (Fees apply)</li></ul>			
23.PROMTION				
How did you find about the Hub facilities	<ul><li>☐ Websearch ☐ e-newsletter ☐ Facebook</li><li>☐ Word of mouth ☐ Other</li></ul>			





Promotion	Would you like the Hub to promote your event via our Facebook site or to be displayed and promoted in the Multicultural Hub newsletter and on electronic screens located in the building?  Yes No If Yes, please email weblink and/or flyer to bookings@multiculturalhub.com.au  Would you like to receive the Hub e-newsletter Yes No			
	Would you like to receive the Hub promotions			
24.PAYEMNT METHOD				
All fees must be pa advance. Which m would you prefer to	Cheque Payment (Make pay to "Adult Multicultural Education Services")   Visa			
	Signature			
25. DECLARATION;				
To confirm your booking request you must sign this declaration and then fax, scan and email or post to the Multicultural Hub.				
I (insert name) Being the authorised representative of Declare that I have read the Terms and Conditions of hire and understand and agree to be bound by them. I acknowledge that this is an application only and acceptance of it is at the sole discretion of AMES Australia and City of Melbourne Council. I understand that we must leave the room we will use in the same condition as we found it and we will read the emergency procedures that relate to the building on arrival.				
Signature	Date:			
26. FOR BOOKINGS AND MORE INFORMATION				
Email :	bookings@multiculturalhub.com.au			
Phone :	03) 9092 1500			
Fax	(03) 9092 1555			
Post:	Multicultural Hub, 506 Elizabeth Street, Melbourne VIC 3000			



