



15 Chelsea Road, Chelsea
 PO Box 159 CHELSEA VIC 3196
 Phone: 9776 1386 Fax: 9776 1174
 Email: admin@longbeachplace.org.au
www.longbeachplace.org.au
 Reg No: A0016717P, Training Organisation ID: 3693
 ABN: 29 756 088 003

CASUAL Room Rental Application	Date of application
	/ /

Name of your group / activity:			
Contact person:			
Phone:		Mobile:	Fax:
Address:			
Email:			

Name of organization / person responsible for payment:			
Address:			
Email:			
Phone:		Mobile:	Fax:

Insurance

Are you auspiced by another organization?

Yes No

If yes please attach a letter of authority.

Do you have your own public liability insurance?

Yes No

If yes, please attach a copy of your current insurance details.

If you have answered no to the above questions all your participants will need to be a member of Longbeach PLACE Inc. and pay an annual membership fee. Registrations forms are available on our website or at reception.

Date/s required:			
Room/s required:			
Time required: <i>Include set up & clean up time</i>			
Resources required: <i>Eg: Whiteboard</i>			
Your payment method: <i>Eg: Invoice, payment on the day</i>		Amount Due	

Additional expenses: <i>eg: catering</i>		Add 10% GST	
Cost per Hour: <i>- To be advised -</i>		Total amount due:	

A few Housekeeping requests:

- It is a condition of use that all areas are left clean and tidy.
- Please ensure cups, plates etc. are cleared away after use and that the kitchen is left clean.
- All rubbish is to be taken out to our external bins.
- Blinds on all external windows to be closed after dark.
- Please turn off heaters, coolers and urns after your session unless advised otherwise.
- It is necessary to speak to staff regarding security arrangements for after-hours meetings.

IMPORTANT NOTE: From 2017 onwards, it is the responsibility of the hirer that rooms are left in the same configuration as they were found. (Refer to the attached diagram. This diagram can also be found on the fixed whiteboard in the room you have hired). Thank you for your co-operation.

Please feel free to draw our attention to any issues you may have by phoning: 9776 1386.

Cancellations:			
Please advise us by phone (9776 1386) and email (admin@longbeachplace.org.au) within 3 working days prior to your booking if cancelling, otherwise a cancellation fee may apply.			
If catering has been arranged and ordered for your meeting by Longbeach PLACE and we are unable to cancel or change the order you will be required to reimburse us for the costs incurred.			
Please sign here:		Date:	

Please return this completed form to Longbeach PLACE reception or fax it through to us on 9776 1174

Office use only

Authorized by:	Entered in Diary: Y / N	Entered on F/D Y / N	Date Applicant notified		
If another group usually uses this room and needs to change, have they been notified: Yes / No					
Access to building to be arranged by:			Room to be set up by:		
Invoice No.	Date Issued	Amount Due	Date Paid	Receipt No.	Amount Paid