

## Meeting Room Hire Application

Welcome to the Knox Community Arts Centre.

Theatre. Meeting Room. Function Space. Commercial Kitchen. Accessible Amenities.

This venue hire application is required to book the Meeting Room within Knox Community Arts Centre.

Knox Community Arts Centre has a theatre and meeting room that are available for hire.

The meeting room includes:

- Carpeted multi-purpose space with folding doors opening to foyer space
- Adjoining commercial kitchen
- Seating for up to 50 people (theatre style) or 25 people (boardroom style)
- Chairs and up to 10 rectangle tables available
- Quality projection screen and sound system

Before completing this form, please make contact with team to discuss your activity and venue availability, and arrange a venue tour as required.

Please complete and return this application form at least two (2) weeks prior to your proposed booking date.

Electronic applications (preferred), please send by email to [arts@knox.vic.gov.au](mailto:arts@knox.vic.gov.au)

Hand delivered or posted applications:

Knox Community Arts Centre  
Corner Mountain Highway and Scoresby Road  
Bayswater VIC 3153

## Applicant Details

Name:

Position Title:

Organisation:  
(if applicable)

Address:

Postcode:

Phone:

Mobile:

Email:

## Booking Summary

|                                       |                           |  |               |  |             |  |         |  |
|---------------------------------------|---------------------------|--|---------------|--|-------------|--|---------|--|
| <b>Event Title:</b>                   |                           |  |               |  |             |  |         |  |
| <b>Event Description:</b>             |                           |  |               |  |             |  |         |  |
| <b>Dates/Days:</b>                    |                           |  |               |  |             |  |         |  |
| <b>Time (start to finish):</b>        |                           |  |               |  |             |  |         |  |
| <b>Frequency of booking</b>           | Solitary                  |  | Weekly        |  | Fortnightly |  | Monthly |  |
| <b>Room Setup (tables and chairs)</b> | Boardroom Style (U-Shape) |  | Theatre Style |  | Other       |  |         |  |
| <b>Number of People</b>               |                           |  |               |  |             |  |         |  |

## Requested Rooms / Spaces

| Standard Rates |                       |               |
|----------------|-----------------------|---------------|
|                | Meeting Room          | \$71 per hour |
|                | Meeting Room 6+ hours | \$63 per hour |

| Community Rates |                       |               |
|-----------------|-----------------------|---------------|
|                 | Meeting Room          | \$46 per hour |
|                 | Meeting Room 6+ hours | \$42 per hour |

**Meeting Room:** Rate includes Chairs, Trestle Tables (10), PA system, Lectern, Projector & screen

### Schedule

| Activity: | Dates: | Access required from: | Access required until: |
|-----------|--------|-----------------------|------------------------|
| Set-up    |        |                       |                        |
| Meeting   |        |                       |                        |
| Pack-up   |        |                       |                        |
|           |        |                       |                        |
|           |        |                       |                        |

### Complimentary Equipment

Please specify if any of the following complimentary equipment will be required during your hire period.

| Equipment:                  | Details: | QTY: |
|-----------------------------|----------|------|
| Lectern                     |          |      |
| Chairs – Black              |          |      |
| Tables – Trestle (up to 10) |          |      |
| Projector                   |          |      |

### Deposits

**A booking is not confirmed until a 20% of total hire deposit has been made.**

If another applicant is interested in your dates and a deposit has not been made, you will be contacted to make payment. Failure to pay this deposit will result in the release of your requested date, times and spaces.

### Will alcohol be served at your event?

|   |                          |  |                          |                          |       |                          |
|---|--------------------------|--|--------------------------|--------------------------|-------|--------------------------|
| <input type="checkbox"/>                              | Yes                      | Please note that if alcohol is served, an increased hire bond will apply, and licensed Security staff may be required to be supplied at hirer’s expense. |                          |                          |       |                          |
| <input type="checkbox"/>                              | No                       |  |                          |                          |       |                          |
| If Yes, will the alcohol be sold or given to patrons? |                          | <table border="1"> <tr> <td>Sold</td> <td><input type="checkbox"/></td> <td>Given</td> <td><input type="checkbox"/></td> </tr> </table>                  | Sold                     | <input type="checkbox"/> | Given | <input type="checkbox"/> |
| Sold  | <input type="checkbox"/> | Given  | <input type="checkbox"/> |                          |       |                          |

### Bonds

Bonds must be paid no later than two weeks prior to your booking, and can be refunded after your booking or held for future bookings.

| Bond Type:     | Attendance:      | Alcohol:        | Bond Applied (inc GST): | Please Select:           |
|----------------|------------------|-----------------|-------------------------|--------------------------|
| Small Function | Under 150 people | Without alcohol | \$406                   | <input type="checkbox"/> |
|                | Under 150 people | With alcohol    | \$1,322                 | <input type="checkbox"/> |

### Public Liability Insurance

Your organisation must provide a valid Certificate of Currency of up to \$20 million in Public Liability Insurance.

If your organisation does not have Public Liability Insurance, you may be eligible to be covered by Knox City Council’s policy. Please contact venue staff for more information.

Agreement

In submitting this Venue Hire Application, I/We acknowledge the following (please tick):

|  |  |
|--|--|
| I/We have read and understood the Venue Hire Information for Knox Community Arts Centre and that all information provided in this application is true and correct.   |  |
| I/We have read the Knox Community Arts Centre <b>COVID-Safe Information Pack</b> , and agree to complete a venue induction and COVID-Safe plan if required, and operate the booking within its guidelines. |  |
| I/We have physically visited and had a tour of the Knox Community Arts Centre.   |  |
| That I/We will be liable for any hire fees or holding bonds associated with the hire such as repairs or cleaning caused by damages.  |  |
| I/We understand that failure to make bond payment in full by the requested date will cancel and invalidate my/our booking.   |  |
| Any alterations to the Venue Hire Agreement must be provided in writing <b>no less than 48 hours prior to the change</b> .   |  |
| Management reserves the right to charge or withhold the 20% deposit as a result of a late cancellation (within 2 weeks of the booking).  |  |
| I/We agree that a 20% deposit is required to hold the booking date(s) and failure to pay the deposit will see the release of the booking.  |  |
| I/We understand that management reserves the right to decide minimum staffing requirements (FOH & BOH) for bookings, in order to safely meet event requirements, at the expense of the hirer.              |  |
| I/We will provide a copy of my/our liquor license and relevant RSAs a minimum of 7 days prior to the event.  |  |

|                |  |
|----------------|--|
| <b>Signed:</b> |  |
| <b>Name:</b>   |  |
| <b>Date:</b>   |  |

Once your application has been approved, a member of our venue team will contact you to confirm all details, fees and confirm your booking. An event report will be sent to you at this time.