



ALCOORINGA YOUTH & COMMUNITY CENTRE
A PROJECT OF FUSION AUSTRALIA

APPLICATION FORM

Office use only

Rate: \$_____/hour

Application approved: Y/N

Keys given:

Y/N

Date:___/___/___

Key number(s):

Keys returned:

Y/N

Date:___/___/___

Within Fusion our goal is for the Alcooringa Youth and Community Centre to be the hub of the local community through offering a range of programs that meet the diverse needs of young people and their families.

This form has been designed to help us best understand your program and the benefits you see for the community from your program.

Name of Hirer – Contact Person

Name of Organisation (if applicable)

Postal Address for Correspondence

Telephone_____ Facsimile_____

Email_____

What is the name of your program/event?

What are the aims of your program/event?

What do you see as the outcomes of your program/event for those that participate?

What values is your program/event based on?

Who is the primary target group for your program/event? (tick all relevant boxes)

- ☐ Women
☐ Men
☐ Older people
☐ Young people Aged ___to___
☐ Disabled
☐ Culturally and linguistically diverse backgrounds
☐ Aboriginal/Torres Strait Islander
☐ Other (Please State) _____

Please tick which best describes the type of activity your organisation/group will be conducting within the Alcooringa Centre:

- ☐ Recreation ☐ Education/Training
☐ Meeting ☐ Support Group
☐ Arts ☐ Other

Is this program/event connected to a broader organisation? Has it been endorsed by government, schools, community agencies etc in other areas? (Please provide evidence)

Do those running the program/event have any particular qualifications or training? (Please list)

How many people would you expect to attend your program/event?

What date would you expect to begin your program/event? For how long will your program/event run? (i.e. once off event, number of weeks/months, frequency eg weekly, etc.)

What days and times would you like your program/event to run? NB – minimum hire time of 1 hour. (Booking times and charges include set up and pickup times)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

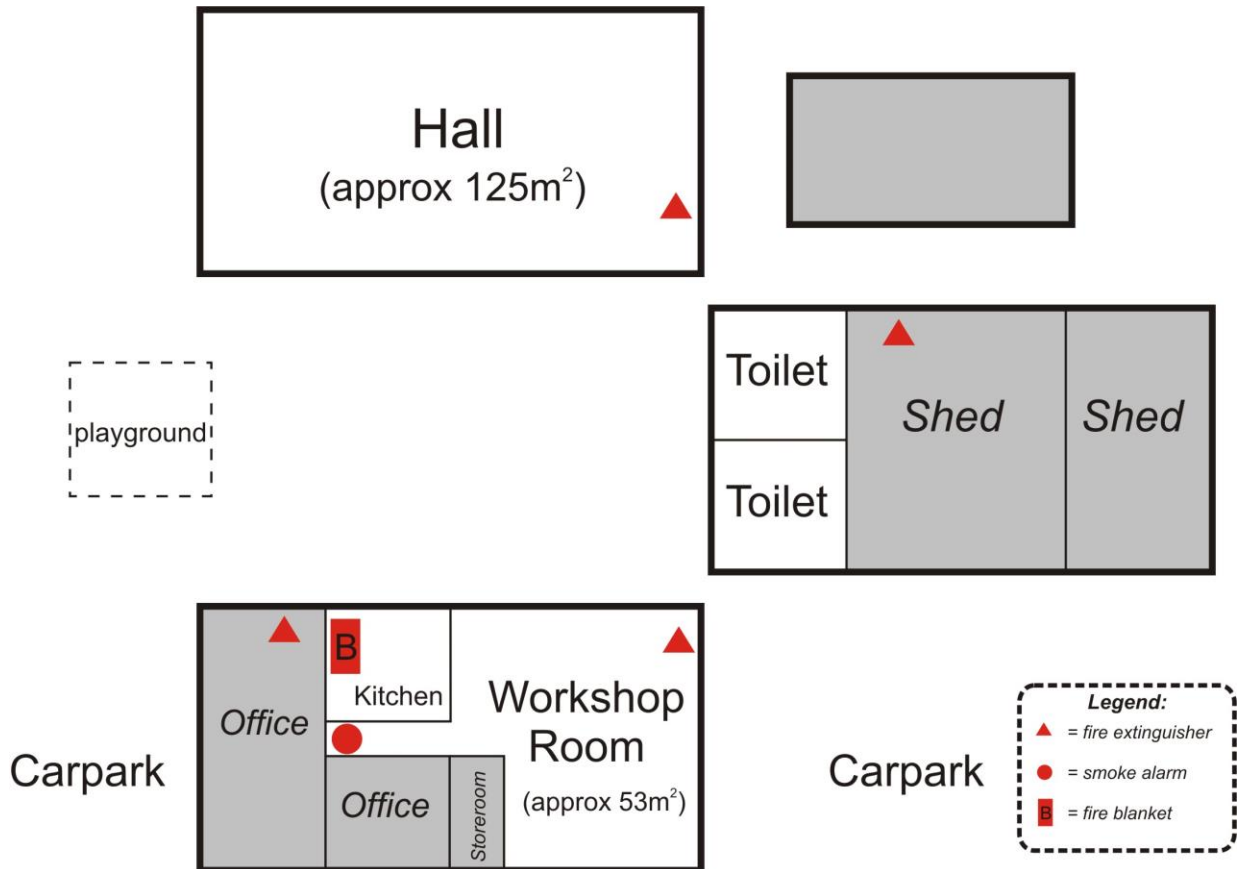
What areas of Alcooringa Centre would you like to use? (Refer to floor plan on the following page)

- ☐ Workshop Room \$21/hr (seats 40 – chairs and tables available)
☐ Hall \$26/hr (seats 100 – chairs and tables available) ☐

Rates may be negotiated for not-for-profit groups

NB – Kitchen is a shared facility (fridge, oven, crockery, cutlery, microwave, 2 urns available). **TEA, COFFEE ETC IS NOT PROVIDED**

Alcooringa Centre Floor Plan (Shaded areas are not available for hire)



The following facilities are also available at the Alcooringa Centre. Please tick if you require their use

☐ Whiteboard ☐ TV* (workshop room only)

* No technical assistance is available with operating the TV. **HDMI cable NOT provided**

Please tick which of the following categories best describes your organisation/group:

☐ Government ☐ Community Service Group
☐ Commercial/Business ☐ Private Individual/Group
☐ Community Recreation Group ☐ Other _____

Please select which description best describes your organisation/group:

☐ Funded Service ☐ Not for Profit
☐ Government Organisation ☐ Business/Corporate
☐ School ☐ Community Organisation

PLEASE NOTE: ALL organisations/groups are to have their own Public Liability Insurance, and must provide a certificate of currency along with this form.

Please supply two referees that could recommend you, your organisation/group, and your program/event:

1. Name: _____ Title: _____
Phone: _____ email: _____

2. Name: _____ Title: _____
Phone: _____ email: _____

Please read the attached Guidelines for Use of Facilities (next page)

Checklist: (MUST be fully completed)

- [] Program/event does not involve ANY alcohol, smoking or drugs
(Alcooringa Centre is a drug and alcohol free premises)
- [] Certificate of Currency for Public Liability is attached, and the name on the certificate matched the 'name of hirer/organisation' section of this form
- [] All participants are aware that the ropes course at the back of Alcooringa Centre is STRICTLY out of bounds
- [] I understand that Fusion (the managing organisation of Alcooringa Centre) is not responsible for any equipment left on the premises
- [] I understand that cleaning after EVERY use of the Alcooringa Centre is my responsibility, and that cleaning fees may be charged to me/our organisation/group if cleaning is not done satisfactorily
- [] I have read and understood the emergency exit plan (at the back of this form). I will inform all attendees of this, and will perform fire safety training also.
- [] I have read and understood the Guidelines for Use of Facilities (next page)

As a hirer of the Alcooringa Centre, I agree to abide by the Guidelines for Use of Facilities. I understand that if I do not abide by the Guidelines, I will pay any fees charged to me.

Signed: _____ Date: _____

Name: _____

Your application will be processed and you will be notified of the outcome by phone or in writing.

Please attach any promotional/advertising for your program/event, your certificate of currency, and evidence of training/qualifications (if applicable).

Post, fax or email this form to:
Fusion Australia
PO Box 729 Maroochydore Q 4558
Phone: (07) 5476 5033
Fax: (07) 5476 5088
email: suncoast@fusion.org.au

Alcooringa Community Centre
GUIDELINES FOR USE OF FACILITIES

(Must stay attach to the Form for Fusion Records.)

1. Groups/individuals using the facility need to complete an application form which will be considered by Alcooringa Management in regard to how the program/event fits with the goals of Alcooringa Centre.
2. Once a decision has been made, applicants will be notified of the outcome by phone or in writing.
3. The key(s) for the facility can be picked up prior to the use of the facility from the Alcooringa office. The time of key pick-up needs to be arranged **by the hirer** at the time of booking confirmation. If the facility is booked for Saturday, Sunday or Monday, key(s) need to be picked up by 5pm Friday.

4. Payment.

Internet Transfer is preferred, and can be sent to:

Account name: Fusion Australia Ltd Sunshine Coast

BSB: 034-243

Account number: 139491

Reference: name of organisation and month of invoice (if regular booking) eg "Dance Aug"

Cash or cheques (made out to Fusion Australia) are also accepted.

For once-off bookings: (ie hiring for one day only)

A deposit of \$30 is required at the time of booking confirmation.

Payment for use of the facility must be made before the program/event takes place. An invoice will be sent (via email preferably) approximately 2 weeks prior to the date of booking.

For regular bookings: (ie hiring for consistent periods of time eg weekly)

Groups/organisations will be invoiced monthly for the specified times for the month coming, via email preferably.

Payment is required within 14 days of receiving the invoice. Failure to pay within this timeframe will result in a late fee of \$30, charged per month until it is paid.

5. Alcooringa Centre is a drug, cigarette and alcohol free community, thus these substances are NOT to be consumed/used on the premises.

6. Groups must use the facility **ONLY** within the specified agreed times on their application form. Booking times **MUST** be adhered to, and **MUST** include time for setting up and cleaning up ie charges include the setup, packup and cleaning times.

If for some reason the use of the facility needs to extend beyond the booked times, you must contact Alcooringa management (BEFORE extending your booking times) to negotiate longer use of the facility. Once agreed upon, these times will then be altered on the invoice and billed accordingly.

7. All bookings are required to give 4 weeks' notice of any change to their booking times, including cancellation of the booking. Any change or cancellation made with less than 4 weeks' notice will incur a cancellation fee equal to the amount of the original booking.

8. Please leave the facilities clean after use, including the kitchen, the toilet block and outdoor areas. All dishes are to be washed, dried AND put away (not left in the drying rack). All facilities are to be left in the condition they are found. If the facilities are not in good condition when you arrive, please notify Alcooringa management ASAP during business hours. Refer to cleaning guidelines in each room for cleaning requirements.

9. Lock all doors as you leave, including the toilet block. This includes the gate if you are the last to leave the facilities.

10. Any breakages or property damage occurring during your hire period is the responsibility of the individual/group/organisation listed on the Application Form. You are required to inform Alcooringa management of the breakage within 24 hours of the damage during the week, or within 48 hours over the weekend.

11. Please do not move equipment or furniture between rooms without reference to Alcooringa management.

12. Groups are NOT to use any foodstuffs found in the kitchen. You will need to provide your own coffee, tea, milk, sugar etc. Please take with you all foodstuffs brought for your program/event, or it will be discarded.

13. The Alcooringa Centre has insurance cover for its own purposes to protect against public injury claims. The Centre insurance does NOT indemnify you as the hirer from claims that individuals attending your event/program, or subcontractors acting on your behalf, may bring against you. You are required to have your own Public Liability insurance.

14. There are no facilities for storage of equipment. Please ensure that you remove from the facility ALL items/equipment used during your event/program at the end of your booking times (including regular bookings) as there are other groups who use the facilities after you.

15. As the Centre is located in a residential area, we request that you take neighbours into consideration during your use of the facility. All bookings are required to conclude by 10pm every night, including weekends. There is to be NO live amplified music (eg bands).

16. The Ropes Course located at the back of the Alcooringa property is not to be entered or used at any time without the supervision of authorised Fusion personnel.

17. Alcooringa management is NOT responsible for any property left on the premises.

18. Signs, banners etc advertising your event/program may be put up at the start of the day of your hire time, and must be taken down at the end of the day of hire.

19. Groups are responsible for running fire safety training for all attendees of the event/program, including the emergency exit plan.

20. The Alcooringa management emergency contact person is Jesse O'Neil, mobile 0422127094. Jesse is to be contacted ONLY in a true emergency after-hours, otherwise call the Alcooringa office during business hours on 5476 5033. If you call Jesse and it is deemed not an emergency, a fee of \$30 will be charged.

21. The Alcooringa Centre is not to be used as a postal address. If anything is sent for you as a hirer, management will simply mark it "return to sender" and put it back in the post.

22. No animals are permitted on the premises at any time with the exception of Guide Dogs and

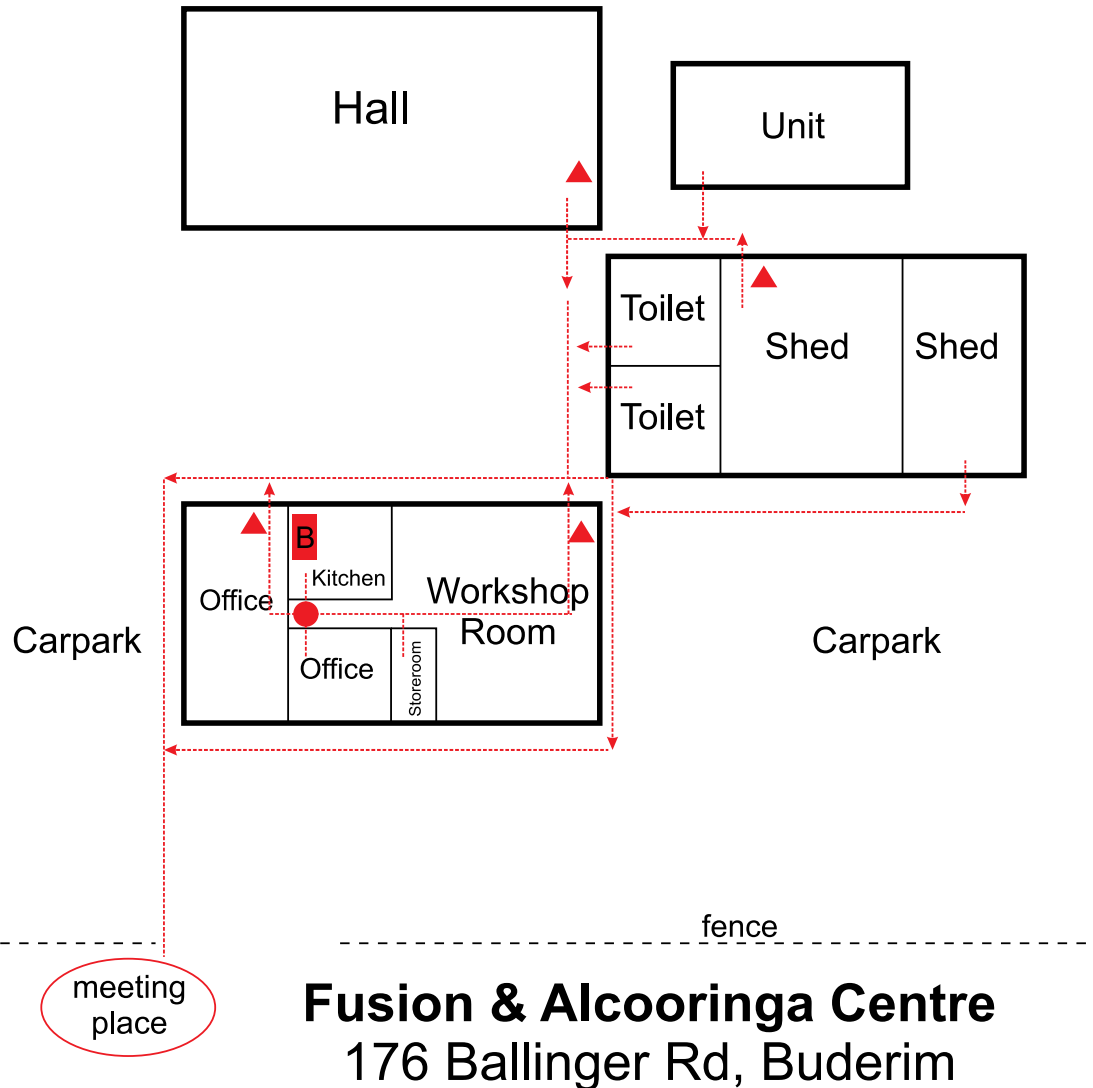
Fire Evacuation Plan

----- = evacuation route

▲ = fire extinguisher

● = smoke alarm

B = fire blanket



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