

Studio Village Community Centre

Booking enquiry form

Office hours: Monday - Friday, 9am-3pm

Studio Village Community Centre
87 Village Way, OXFENFORD
P 07 5529 8253E cdo@studiovillage.com.auW cityofgoldcoast.com.au/communitycentres

Please use **BLOCK LETTERS** and complete all details in full.

For community centre bookings complete the form below. Submit the form to cdo@studiovillage.com.au and a representative will contact you to progress your request. Events/expos, concerts and private functions will require further confirmation including onsite inspection/meeting with centre manager.

Community centres are not available for parties, exemptions include catered private functions as listed below:

- **Weddings** subject to approval after a site inspection (Note: No exception for engagement parties)
- **Senior's functions** (including birthdays) 60 years + subject to approval after a site inspection
- **Children age 1-11 years birthday parties** where the function finishes by 6:00pm

Section 1 – Contact details / organisation / applicant details

Organisation / applicant name (as you would like it to appear):

Primary contact name:

Email:

Postal address:

Telephone number:

Mobile number:

Type of organisation (select one option only):

Commercial | ABN/ACN:

Commercial with community benefit as defined by Council | ABN/ACN:

State or Federal Government

Private hire

Not-for-Profit organisation

Incorporated/Unincorporated/Interest Group

Religious services

Government and Private school/university

Liability Insurance number, company and expiry date

Section 2 – Booking Details (To be completed for all booking enquiries – please specify how many people are expected to attend).

Number of attendees (list estimates number of attendees within each age group):

Children (0-11yrs)

Youth (12-25yrs)

Adults (26-59yrs)

Seniors (60+yrs)

Activity Type:

Meeting

Arts / drama / dance

Youth program

Training / education

Health and wellbeing

Event / expo / concert

Private function

Playgroup

Physical activity

Religious services

Room Type:

Main hall

Meeting room

Activity description (please describe your activity):

Activity fee (please advise the fee you will be charging):

Section 3 – Single booking enquiries

Please include enough time in your booking enquiry to set up and pack down

Single hire (day and date of booking):

Arrival time (including time to set up):

Departure time (including time to pack down):

Section 4 – Regular and /or multiple booking information for current calendar year

For regular bookings, a new form is to be submitted each new calendar year. Hirers must retain a copy of this completed form. Any changes must be advised in writing. Cancellation policy as per 'Conditions of Hire'.

First booking date:

Day of week / month:

Last booking date:

Day of week / month:

Do you require the venue during school holidays?

Yes No

Do you require the venue on public holidays?

Yes No

Booking details for current calendar year:

Day of week	Start time	Finish time	Attendance numbers	Entry cost to activity

Signature of applicant

I, _____ as the duly authorised agent of _____

having read and understood the 'Conditions of Hire' for the Centre do hereby accept and will abide by the terms and conditions contained therein.

I will be available to be inducted as the Event Coordinator and the appropriate training documentation is to be completed and signed off prior to commencement of my annual bookings. (Qld Fire Regulations S-32)

I authorise the release of the hirers contact details to any member of the public interested in attending our group meeting/classes. YES NO

Signature: _____

Please print name (electronic copies only): _____ Date: _____