

BOOKING REQUEST HIRE AGREEMENT

1 January – 31 December

2026

PARTIES TO THIS AGREEMENT:

This agreement is between the Hirer, henceforth referred to as the "User", "Hirer" or "Group", and the Glenfield Community Centre Inc., henceforth referred to as the "Community Centre", "Centre", or "GCC". **Please note:** an email will be sent accepting or confirming your booking and advising any specific terms and conditions of hire relevant to your booking, or advising unable.

GCC uses the SKEDDA Booking System (in-house only at this time): <https://support.skedda.com/en/collections/37147-legal>

Nature of Activity: PLEASE TICK APPLICABLE: 1) ☐ Arts & Cultural Events 2) ☐ School /Early Childhood 3) ☐ Fitness/Sports & Recreation 4) ☐ Government meetings 5) ☐ Meetings 6) ☐ Private events 7) ☐ Other special interest (Specify)..... HOW DID YOU HEAR ABOUT US? PLEASE TICK APPLICABLE: ☐ GCC Website ☐ Facebook ☐ Have Hired Before ☐ Google Search ☐ Council Website ☐ Word of mouth ☐ Other (specify):	* Group Name: * Expected # of participants: _____ Room Preference (if any): _____ * Do you have a SKEDDA booking account? "Yes or No" _____ 1 ☐ Casual Hire: Days/Date/s required:..... Times required: In: _____ Out: _____ (increments of 1 hour on the o'clock or half hour only eg: 2-3pm or 9.30-4.30) 2 ☐ Regular Hire: [Mo], [Tu], [We], [Th], [Fr], [Sa], [Su] Start Date: _____ 2026 End Date: _____ 2026 (last day of hire) Times required: In: _____ Out: _____ (increments of 1 hour on the o'clock or half hour only eg: 2-3pm or 9.30-4.30) Will you be using your room during public holidays? Yes / No _____ Will you be using your room during school holidays? Yes / No _____ If requirements don't fit neatly into above boxes complete what you can & email specific details ☐ Sole use Kitchen Hire (between 8.30am-3.00pm Mon-Fri only) If required, tick and complete relevant box 1 or 2 \$27.00 per hour
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Name of Person Responsible for Hire: (invoice to go to)	
Email Address:	
Physical Address:	Post Code:
Mobile Number:	Landline:
Name of Person who will be on site and in charge of group: (if different from above)	
This person's email address:	Phone #:

**I agree to the Terms and Conditions of Hire, the Cancellation Policy, and to make payment,
And the use of my Skedda Account or the creation of one for booking system purposes..**

Signed:	Date:
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