

# Lockleys Community Room Application form (Schedule A)

**Civic Centre**  
165 Sir Donald Bradman Drive  
Hilton, SA 5033  
**Tel:** 08 8416 6333  
**Email:** [csu@wtcc.sa.gov.au](mailto:csu@wtcc.sa.gov.au)  
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## 1. Introduction

The Lockleys Community Room is located at 362 Henley Beach Road, Lockleys.

Key features:

- large hall space with outlook to Mellor Park
- close proximity to children's playground
- kitchen and servery area.

## 2. Criteria for room hire

We do not take tentative bookings and any returned application form will be processed and confirmed if the date is available. After this, cancellation fees in line with the cancellation policy will apply.

Council will assess the applications against the following selection criteria:

- For free community hire, the organisation must provide an activity that benefits the residents of the City of West Torrens.
- There is no payable bond, unless the activity is deemed high risk. High risk bookings carry a bond of \$1,000. A separate form 'Lockleys Community Room - Information for high risk bookings' will be provided to you should your event be considered in the high risk category.
- The facility is suited to the proposed activities and programs.
- The organisation has a current Public Liability Insurance policy for its proposed activity/event/function.
- The organisation has no outstanding debt from previous usage of any other community facilities.

You may return your completed application form and signed terms and conditions to:

### In person or by post

The City of West Torrens  
165 Sir Donald Bradman Drive  
Hilton SA 5033

### Via fax to

Facsimile number: 8443 5709

### Via email to

Email: [csu@wtcc.sa.gov.au](mailto:csu@wtcc.sa.gov.au)

## 3. Application to hire Lockleys Community Room

<input type="checkbox"/> <b>Organisation</b>		<input type="checkbox"/> <b>Individual</b>	
Name:		First name:	
Contact person:		Last name:	
Postal address:		Postal address:	
Suburb:	Post code:	Suburb:	Post code:
Phone:		Mobile:	
Email:			
Do you/your organisation already have an active booking with Lockleys Community Room and the facility?			

Yes  No

**For high risk bookings only - please provide details for bond return below**

Electronic funds transfer:  Yes  No Bank BSB: Account no:

OR cheques made payable to:

**2. Area/s required (please tick appropriate boxes)**

Lockleys Hall  Kitchen/Servery

**3. Booking date:** / / to / /

**3a. Required day/s and time/s**

**Note: Set-up and pack-down are responsibility of the hirers and must be completed within your allocated time frames. Access to the building outside the times you have booked is not permitted.**

Monday	From	am/pm	to	am/pm
Tuesday	From	am/pm	to	am/pm
Wednesday	From	am/pm	to	am/pm
Thursday	From	am/pm	to	am/pm
Friday	From	am/pm	to	am/pm
Saturday	From	am/pm	to	am/pm
Sunday	From	am/pm	to	am/pm

**4. How many people are likely to attend the event?**

**5. Regular bookings (complete if intending to hire the facility on a regular basis).**

**5a. Is your group currently incorporated under the Association of Incorporation Act?**  Yes  No

If yes, provide your Association Number and proof of your Incorporation (if not for profit):

**5b. Do you have an Australian Business Number (ABN):**

**5c. Do you have public liability insurance?**  Yes  No

If yes, level of cover and policy number:

**5d. How regularly does your group meet?**

Weekly  Fortnightly  Monthly  Bi monthly  
 Other (please state)

**5e. Do you require use of the facility during:**  School holidays  Public holidays

**5f. If you have a website, please provide the address:**

**5g. What age range does your group cater for?**

Children  Youth  Adults  Seniors  All ages

**6. Select the type of activity/event you intend to hold at the hall.**

Birthday party  Social gathering  Christening  Wedding  Engagement  
 Meeting  Conference  Training  Promotions  Other

**Provide details:**

**7. How will the community of West Torrens benefit from the activities provided by your group?**

<p><b>8. Are your planned activities open to the general public (as opposed to members only)?</b>   <input type="checkbox"/>Yes   <input type="checkbox"/>No</p>	
<p><b>9. Will you or your organisation charge a fee or entrance levy for the event (includes participation, membership, activities etc):</b>   <input type="checkbox"/>Yes   <input type="checkbox"/>No</p> <p>If yes, which are applicable:</p> <p><input type="checkbox"/>Per attendance \$                      <input type="checkbox"/>Annual fee \$                      <input type="checkbox"/>Refreshments only \$</p>	
<p><b>10. Are you or your organisation in receipt of external funding (eg grants/sponsorship):</b>   <input type="checkbox"/>Yes   <input type="checkbox"/>No</p> <p>If yes, please detail:</p>	
<p><b>11. Will you or your organisation provide, sell or consume alcohol during this event?</b>   <input type="checkbox"/>Yes   <input type="checkbox"/>No</p> <p>Note: You will need to provide the appropriate liquor licence at least 14 days before the event.</p>	
<p><b>4. Declaration</b></p> <p>I hereby acknowledge that I have read and understood the 'Schedule C' Lockleys Community Room Terms and Conditions' and 'Schedule D' additional terms and conditions (if deemed to be a High Risk function).</p> <p>I understand that:</p> <ul style="list-style-type: none"> <li>• My group and I are responsible for ensuring that the premises are left as they were found (clean and tidy).</li> <li>• My group and I are responsible for any loss or damage to the facility and its contents and agree to pay any costs incurred as a result of that loss or damage.</li> <li>• We do not take tentative bookings and any returned application form will be processed and confirmed if the date is available. After this, cancellation fees in line with the cancellation policy will apply.</li> </ul>	
Signature of applicant:	on behalf of:
Date:	

**Office use only**

Name of group/organisation:

Contact name:

Booking commencement date: / / 20

Booking completion date: / / 20

Fee category

**A: Community based groups or provision of services for the community when no fees or charges are involved.****B: As above, but fees or charges for participants.****C: Corporate, government or private hire.**Alcohol: Yes No Liquor licence required: Yes NoDo we have a copy of the liquor licence? Yes No Date:Do we have a copy of the public liability insurance? Yes NoSecurity required: Yes No Agency: No. of staff:Catering: Externally provided Use of kitchen/bar facilities Cooking on site (eg use of barbecue)

Approved by (name)

Approved by (signature)

Approval date:

Hirer notified by (name): Signature:

Date hirer was notified:

Comments: