

Please review the full terms and conditions concerning the hire and use of our premises prior to booking. For the latest COVID-19 information and advice, please visit [www.health.gov.au](http://www.health.gov.au) or call the National Coronavirus Health Information Line on 1800 020 080.

**Venue Hire Booking Form**

**ORGANISATION NAME:**

**CONTACT PERSON:**

**ADDRESS:**

**PHONE:**

**MOBILE:**

**Email:**

**BOOKING DETAILS** (Bookings should not extend beyond the end of a calendar year and a fresh booking is required for each year)

Date(s) of booking

Day

Number of sessions in total

Start and End Time of Sessions

Venue (please tick which one you require)

ClubHouse  Piano Room

Key Deposit Paid

(Signature Required with date of payment)

Key Number

***(Keys must be returned at the end of each booking period.  
Keys will be reissued for new booking periods at the beginning of each term/year)***

**Please sign that you have received the terms and conditions of hire and that you understand and agree to abide by these conditions.**

Signed

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**Office Use ONLY:** Type of  
Payment

c Cash c Cheque c EFTPOS c CR Card

Date of Payment

Receipt Number

Booking by (Staff Name)

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***Booking obligations:***

The key must be collected on Thursday or Friday before 1pm on the business day prior to your booking. The person collecting the key will be shown all necessary security and safety aspects of the centre – please allow at least ten minutes when collecting the key.

A key deposit will be taken by way of a credit card signature that will not be processed unless a penalty is necessary

Holdsworth reserves the right to determine the cost of any damage to the centre or its equipment, any rubbish removal and of any extra cleaning, above and outside that which is normally expected following normal usage of the venue and pass this on to the hirer. \$50 will be charged for a lost key. \$100 will be charged if rubbish is not removed and/or extra cleaning is required.

- ***No amplification of sound or live music in the playground.***
- ***No dogs or other animals (other than companion animals) inside the gates of the Centre at any time.***
- ***No smoking in any part of the Centre or playground.***
- ***You are responsible for the behaviour and **safe service of alcohol** to any person attending your function.***
- ***Keys*** must be left in the mailbox after the event

Recommended numbers for Holdsworth Centre rooms:

Holdsworth considers the health and safety of our staff, participants, hirers and their guest our highest priority. In response to COVID-19, and in line with the NSW Department of Health guidelines, at the time of printing, we can only permit a maximum of 25 people (including the Hirer) in the outdoor area at any one time. The Piano room is limited to a maximum of 25 people and the Club room is limited to 20 people due to the size of the room floor.

***Please sign below to agree that you have read and understood the above terms and conditions of hire and that you agree to abide by these conditions. Failure to comply with these requirements will be regarded***

**as a breach of agreement, giving  
Holdsworth the right to charge penalties as above and to refuse or  
cancel of all or any future booking**

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and date

*Note: In the event of an emergency please contact Double Bay Security on  
0418222382 or Paddington Police on 8356 8299 and report this or any other  
issues to the Centre on 9302 3600 during normal business hours.*