



SPACE HIRE /  
COMMUNITY CLASSES  
APPLICATION FORM  
**CHAPEL OFF CHAPEL**  
ROOM HIRE



www.chapeloffchapel.com.au

**PRIVACY STATEMENT**

The information provided as part of this application will be used by the City of Stonnington's Chapel Off Chapel to assist in the provision, planning and development of its services. Information provided by you or your organisation will only be used for the purposes for which it was collected. The information provided will not be disclosed to any outside organisation or third party. Individuals about whom "personal information" is provided in this Application may apply to the City of Stonnington's Privacy Officer on telephone number 8290 1333 for access to or correction of the information.

**Applicant Details**

Contact Person: .....

Organisation: .....

Address: .....

Postcode: .....

Telephone: (Business): ..... (Home): .....

Facsimile: ..... Email: .....

**Room Required** – please tick

Studio 1                       Studio 2

Loft                       Tennis Courts\*       \*Please attach schedule

**Activity Details**

Name of Activity: .....

Description of Activity: .....

Approximate Number of People Attending .....

Date of Activity:                      from: .....                      to: .....

Set-Up Time:                      from: ..... am/pm

Vacated by: ..... am/pm

Day of Week:                      date: .....                      time: ..... am/pm

Dates not required: .....

(eg/Public Holidays, School Holidays) .....

**Financial Details – Office use only**

• Charges: \_\_\_\_\_ per hour

\_\_\_\_\_ Per week

\_\_\_\_\_ **Other**

• To be Invoiced:  1 Monthly  Other \_\_\_\_\_

**Whom to Invoice:**

Attention to: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: (Business): \_\_\_\_\_ (Home): \_\_\_\_\_

Facsimile: \_\_\_\_\_ Email: \_\_\_\_\_

**Equipment**

Are you proposing to bring any equipment into Chapel Off Chapel? Yes  No

If yes, please provide details. (eg/ P.A. System)

Equipment	Has it been Tested and Tagged?	
_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Will you require any Chapel Off Chapel Equipment? Yes  No

If yes, please specify. (eg/ Piano or stage sections)

\_\_\_\_\_

**Insurance**

Proof of cover in the form of a policy document or Certificate of Currency must be submitted to the Council not less than 14 days prior to your booking.

**PRINCIPALS INDEMNITY**

The applicant/organisation agrees to indemnify and keep indemnified, and to hold harmless the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them arising from the applicant's/organisation's performance or purported performance or its obligations under this agreement and may be directly related to the negligent acts, errors or omission of the applicant. The applicant's/organisation's liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss in liability.

**PLEASE NOTE:**

1. Booking a room(s) at Chapel Off Chapel does not entitle the client to exclusive use of the Foyer. The Foyer is part of our exhibition area and as such is shared space.
2. Use of the Foyer in conjunction with an event in the Chapel may incur an extra charge.
3. It is the responsibility of the hirer to ensure that all equipment, which has been brought in for the event, is removed by the vacation time on this application. An additional daily hire fee may apply if all equipment is not removed by 10 am the following morning.
4. The full hire fee will be charged if notice of 14 days or greater is not given for the cancellation of your booking.

If you have any queries regarding your room hire or if there is any way we can further assist to ensure it is a success, please contact Carolyn Pedley on 8290 7008.

I /We agree to abide by the "Conditions of Hire" accompanying this application. I/We have read and accept the four points above forming part of the conditions under which the hiring arrangement is made.

Signature of Applicant: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

For and behalf of (name of organisation) \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATIONS TO:**

Carolyn Pedley  
Operations and Finance Administrator  
Chapel Off Chapel  
12 Little Chapel Street  
Prahran VIC 3181  
cpedley@stonnington.vic.gov.au

Ph: 8290 7008

Fax: 9533 8517

*Office use only*

Date application approved: \_\_\_\_\_

Approved by: \_\_\_\_\_

Position held: \_\_\_\_\_