



SERPENTINE JARRAHDAL COMMUNITY RESOURCE CENTRE

Facility Booking Form

Organisation / Contact Details:

Organisation / Group Name: _____

ABN: _____

Contact Person: _____

Address: _____

Suburb / Town: _____

Mobile Number: _____

Email Address: _____

Purchase Order Number: _____

Event Information:

Date Required: _____

Anticipated Number of Attendees: _____

Nature of Activities: _____

Additional Information / Requirements: _____

SJCRC Building Key Number assigned (if applicable) _____

Facility & Equipment Requirements

- ☐ Large Function Room
- ☐ Alfresco Area
- ☐ Commercial Kitchen
- ☐ Board Room
- ☐ Craft / Activity Room
- ☐ Hot Office
- ☐ Technology / Equipment Hire
- ☐ Pop Corn Machine Hire
- ☐ Projector Pop
- ☐ Carnaby Cockatoo Costume
- ☐ Transportable Speaker System with Microphone
- ☐ 20L Hot/Cold Water Urn
- ☐ 10L Soup Kettles
- ☐ Catering Equipment

Additional items you may include in your facility hire: Toucan Display system, Lectern, Round Bar Tables, Metal stools, Tablecloths, Urn's, Baine Marie & a variety of serving displays and equipment.

Serpentine Jarrahdale Community Resource Centre

Phone: (08) 9503 2967 | Email: help@sjcommunityresourcecentre.org.au



Booking Details

Please note: A minimum two-hour hire applies. Booking times must be consecutive.

Booking Item	Start Time	Finish Time
Set Up		
Function / Event		
Clean Up		

Additional Services

- ☐ Set Up Quote Required
- ☐ Clean Up Quote Required
- ☐ Catering Quote Required

If catering is required, please select preferred option(s):

- ☐ Tea / Coffee Only
- ☐ SJCRC Catering (Please complete a SJCRC Catering order)

Terms & Conditions

- An invoice will be generated after the booking has concluded.
- Bookings cancelled within 72 hours of use will incur a cancellation fee of 25% of the total hire cost.
- The hirer agrees to be responsible for any damage to the premises, furniture, equipment or property during the hire period.
- Payment can be made via credit card or direct deposit. Banking details will be included on the invoice.

Agreement

I _____ of the above-mentioned organisation/group have read and accept the terms and conditions outlined in this form.

Signature: _____

Date: _____

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Government of Western Australia
Department of Primary Industries
and Regional Development