

MULTICULTURAL HUB REGULAR USERS BOOKING APPLICATION FORM 2017

The Multicultural Hub accepts applications from not for profit organisations and community groups who would like to use the Hub on a regular basis (weekly, fortnightly or monthly)

Regular users benefit from discounted rates thanks to a generous subsidy provided by AMES Australia and the City of Melbourne

To qualify as a regular user you must

- be a not for profit organisation or community group
- make a minimum of 10 bookings on a weekly, fortnightly or monthly basis
- represent or service one of the five priority groups (International Students; Seniors; Indigenous; New and emerging ethnic communities or Multifaith groups)
- agree to abide by all the terms and conditions of the Multicultural Hub
- be willing to interact with other hub users and staff through activities and meetings 3-4 times per year
- be willing to promote the activities of the Multicultural Hub to your members

If you are successful with your application and we have the available space you will be granted regular use of that space until the end of 2016 subject to payment being made in advance for your bookings

In accordance with our access and equity policy, regular users will need to reapply each year for use of space the following year.

Your application to become a regular user will be assessed by AMES Australia and be subject to approval by the City of Melbourne.

Please answer all questions fully to maximise your chances of approval

Section 1 Organisation Details

| | | |
|---|--|-----------|
| 1. Name of Organisation | | |
| 2. Postal Address | | |
| 3. Suburb | | Post code |
| 4. Email | | |
| 5. Website | | |
| 6. Phone | | Fax no |
| 7. ABN | | |
| 8. Are you registered for GST <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 9. Name of person completing this form: | | |
| 10. Your Role <input type="checkbox"/> President <input type="checkbox"/> Secretary <input type="checkbox"/> Public Officer <input type="checkbox"/> Staff member <input type="checkbox"/> Other | | |
| Daytime Phone | | Email |
| 11. Please provide contact details for another member of your organisation we can talk to if we need to, | | |
| Name: | | Role: |
| Phone: | | Email: |

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| 12. Organisation Type (select one from options below) |
| <input type="checkbox"/> Small Community Group: to be eligible in this category you must provide evidence of annual turnover of less than \$150,000 Incorporation status: <input type="checkbox"/> Incorporated Association - you must provide you most recent annual report <input type="checkbox"/> Company limited by guarantee - you must provide you most recent annual report <input type="checkbox"/> Not Incorporated - you must provide a statutory declaration signed by your current president or chairman and witnessed by a person authorised in Victoria to witness this document, declaring that you have no paid staff. |
| <input type="checkbox"/> Not for Profit NGO: Incorporation status: <input type="checkbox"/> Incorporated Association <input type="checkbox"/> Not Incorporated <input type="checkbox"/> Company limited by guarantee |
| 13. Priority Group <input type="checkbox"/> Senior migrants <input type="checkbox"/> New and emerging (including refugees) <input type="checkbox"/> International Students <input type="checkbox"/> Indigenous <input type="checkbox"/> Multi-faith <input type="checkbox"/> Other (describe) |
| 14. If you represent a specific ethnicity/nationality or faith please write details here: |
| 15. Public Liability Insurance Details: Please Provide a copy of your Certificate of Currency Policy Number: _____ Expiry date _____ If you don't hold Public Liability Insurance please mark this box <input type="checkbox"/> (refer terms & condition no 13) |
| 16. In what year was your group/organisation formed? |
| 17. How many people are on your management or coordinating committee? |
| 18. How many members does your group have? |
| 19. What is the goal/aim of your group/organisation? |
| 20. Where does your group currently meet? If more than one location please list. |
| 21. Please describe some of the activities of your group over the last 12 months This will help us understand your organisation better.(attach additional pages if necessary) |
| 22. Please tell us why your group/organisation would like to gather/meet at the Multicultural Hub |
| 23. If your application is successful, it will be a requirement that your group members complete an annual survey of their experience using the hub- this will be provided in October each year. Are you willing to participate in the survey? <input type="checkbox"/> Yes <input type="checkbox"/> No |

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| Section 2- Activity Details | | | | | | |
|--|-----------------|--|--------------------------|------------------------|--------------------|------------------------|
| 24. Name of activity you would like to hold at the Hub | | | | | | |
| 25. Activity type | | | | | | |
| <input type="checkbox"/> Meeting <input type="checkbox"/> Training <input type="checkbox"/> Workshop <input type="checkbox"/> Music <input type="checkbox"/> Shared Office <input type="checkbox"/> Craft <input type="checkbox"/> Study Group <input type="checkbox"/> Social <input type="checkbox"/> other please describe Any musical instruments will be using, if yes please give details | | | | | | |
| 26. What day/s of the week would you like to apply for? | | | | | | |
| <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday | | | | | | |
| 27. How often would you like to meet at the Hub? | | | | | | |
| <input type="checkbox"/> Weekly <input type="checkbox"/> Every two weeks <input type="checkbox"/> Monthly <input type="checkbox"/> Other Please explain | | | | | | |
| 28. Date (s) required (start date and end date) | | | | | | |
| The hub can take bookings from 9am-9pm seven days a week.(subject to availability) According to the terms and conditions of usage please remember that you must include set up and clean up time in your booking request. A late fee will apply if you do not fully vacate the room within 15 minutes of the booked time. | | | | | | |
| | Day of the week | Time access required from | Time function commences: | Time function ends at: | Time Venue vacated | Total hours of booking |
| 1st Preference | | | | | | |
| 2nd Preference | | | | | | |
| 3rd Preference | | | | | | |
| 29. How many people will attend each meeting/gathering | | | | | | |
| 30. Preferred meeting space (if known) | | 1 st preference | | | | |
| | | 2nd preference | | | | |
| | | 3rd preference | | | | |
| | | Whatever is available | | | | |
| 31. Storage – required | | <input type="checkbox"/> No Storage <input type="checkbox"/> Filing cabinet (subject to availability) <input type="checkbox"/> Small locker (subject to availability) <input type="checkbox"/> We will provide our own storage cabinet (fees charged per square metre of floor space) | | | | |
| 32. What will you be storing? | | | | | | |
| 33. Additional Equipment (Fees Apply) | | <input type="checkbox"/> Data Projector <input type="checkbox"/> Lectern <input type="checkbox"/> Lap Top <input type="checkbox"/> Public Address system(Includes 2 Microphones) <input type="checkbox"/> White Board <input type="checkbox"/> Sewing Machines <input type="checkbox"/> Flip Chart | | | | |

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| <p>34. Car Parking space (Limited parking available, Fees apply) Please advise people who will use the car park to wait at the roller door in Therry St and phone 90921500 or use intercom phone for access.</p> | <p><input type="checkbox"/> Number required (Maximum 8 car parking spaces subject to the availability and parking only allowed for the duration of the event)</p> <p>Who is using the car park; <input type="checkbox"/> same person requesting this booking or <input type="checkbox"/> different person If different person; Name of the person _____ Mobile phone number _____</p> |
| <p>35. Disabled Access</p> | <p>Should there be an emergency evacuation we need to inform services such as Fire and Ambulance if there are people in the building that require special assistance. Will people be attending that have special mobility needs? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe</p> |
| <p>36. CATERING ARRANGMENT</p> | |
| <p><input type="checkbox"/> No food will be served (Please go to question no 37.) <input type="checkbox"/> Hub to recommend caterers <input type="checkbox"/> We are providing our own catering. Name of the caterer _____ <input type="checkbox"/> Food will be served within our booked room <input type="checkbox"/> Additional room required for food (fees apply).Time meal to be served _____ <input type="checkbox"/> Urn only required (no charge) <input type="checkbox"/> Cold water only required</p> <p>Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, evidence of liquor license must be produced if you are charging a fee for the entrance to the event or you are selling alcohol.</p> | |
| <p>Hub to arrange, (When you order tea/coffee , Hub provides disposable cups)</p> | <p><input type="checkbox"/> Self-serve instant tea and coffee-All day per serve (\$5 per serve) Number of serves required : _____ <input type="checkbox"/> Self-serve instant tea/coffee and biscuits-All day per serve (\$6 per serve) Number of serves required : _____ <input type="checkbox"/> Self-serve instant tea and coffee (\$2 per serve) Number of serves required : _____ <input type="checkbox"/> Self-serve instant tea, coffee and biscuits (\$2.50 per serve) Number of serves required : _____</p> |
| <p>Crockery/cutlery</p> | <p><input type="checkbox"/> We will provide our own disposables <input type="checkbox"/> We would like to use AMES mugs which we will wash & dry by ourselves (conditions apply) The Hub doesn't provide any crockery/cutlery, disposables or paper serviettes</p> |
| <p>37. ROOM SET UP/ PACKUP & CLEANING</p> | |
| <p>Who will set up your room?</p> | <p><input type="checkbox"/> We will set up the room <input type="checkbox"/> Hub staff requested to set up (Fees apply)</p> |
| <p>How many chairs and tables do you require?</p> | <p>Tables _____ Chairs _____ (Table dimensions, 1800x900 cm, all other rooms except Gallery and Rehearsal 150 x 75 cm)</p> |
| <p>Proposed Room Set Up (Please refer brochure)</p> | <p><input type="checkbox"/> Standing <input type="checkbox"/> Theatre <input type="checkbox"/> Workshop <input type="checkbox"/> U- Shape <input type="checkbox"/> Meeting <input type="checkbox"/> Discussion (circle of chairs) <input type="checkbox"/> Other (Please describe) Additional room set up requirements: _____</p> |

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|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Who will pack up your room? | <input type="checkbox"/> We will pack up the room (as per terms & condition 5) <input type="checkbox"/> Hub staff requested to pack up (Fees apply) | | | | | | | | | | | | | | | | | | | | |
| Who will clean your room? | <input type="checkbox"/> We will clean the room (as per terms & condition 5) <input type="checkbox"/> Hub to arrange cleaning (Fees apply) | | | | | | | | | | | | | | | | | | | | |
| 38.PROMOTION | | | | | | | | | | | | | | | | | | | | | |
| How did you find about the Hub facilities | <input type="checkbox"/> Websearch <input type="checkbox"/> e-newsletter <input type="checkbox"/> Facebook <input type="checkbox"/> Word of mouth <input type="checkbox"/> Other | | | | | | | | | | | | | | | | | | | | |
| Promotion | <p>Would you like the Hub to promote your event via our Facebook site or to be displayed and promoted in the Multicultural Hub newsletter and on electronic screens located in the building?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please email weblink and/or flyer to bookings@multiculturalhub.com.au | | | | | | | | | | | | | | | | | | | | |
| | <p>Would you like to receive the Hub e-newsletter <input type="checkbox"/> Yes <input type="checkbox"/> No Would you like to receive the Hub promotions <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | | | | | | | | | | | | | | | | | | | | |
| 39.PAYEMNT METHOD | | | | | | | | | | | | | | | | | | | | | |
| All fees must be paid in advance. Which method would you prefer to pay? | <input type="checkbox"/> Direct Debit <input type="checkbox"/> Eftpos <input type="checkbox"/> Cheque Payment (Make pay to "Adult Multicultural Education Services") <input type="checkbox"/> Visa <input type="checkbox"/> Master Card | | | | | | | | | | | | | | | | | | | | |
| | <p>Card Number</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <p>Expiry Date Name on Card</p> <p>Signature</p> | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| 40. The following information will help us learn more about your organisation | | | | | | | | | | | | | | | | | | | | | |
| <p>Please include any of the following with your application:</p> <input type="checkbox"/> Newsletter <input type="checkbox"/> Annual Report <input type="checkbox"/> Membership list | | | | | | | | | | | | | | | | | | | | | |
| <p>Please also provide</p> <input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Copy of your Public Liability Insurance. <input type="checkbox"/> Risk management plan | | | | | | | | | | | | | | | | | | | | | |

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41. DECLARATION;

To confirm your booking request you must sign this declaration and then fax, scan and email or post to the Multicultural Hub.

I (insert name)

Being the authorised representative of
Declare that I have read and accept the terms and conditions of usage of the Multicultural Hub, noting in particular the cancellation and refund conditions (item 3 and 3a) and care of the premises requirements (item 5) and use of external caterers (item 10). I declare that we will comply in all respects with all terms and conditions. I understand that we must leave the room we will use in the same condition as we found it and we will read the emergency procedures that relate to the building on arrival.

Signature

Date:

42. FOR BOOKINGS AND MORE INFORMATION

| | |
|---------|---|
| Email : | bookings@multiculturalhub.com.au |
| Phone : | (03) 9092 1500 |
| Fax | (03) 9092 1555 |
| Post: | Multicultural Hub, 506 Elizabeth Street, Melbourne VIC 3000 |