



Duntroon Community Centre
Gymkhana Road
Duntroon ACT 2600

REQUEST TO USE DUNTROON COMMUNITY CENTRE FOR A PRIVATE FUNCTION

Name: _____

Contact Phone: _____

Type of Event: _____
(eg 3rd birthday party, christening etc)

Date: _____ Times: _____

- I have read and understood the “Conditions of Use of DCC Rooms Policy” in relation to private functions.
- Seven working days notice is required for approval
- I hereby agree to pay for any damages that occur as a result of my function.
- I understand that a \$100 bond is payable when the Centre is used for a private function, refundable upon satisfactory return of the premises.
- I understand that there is to be no jumping castles or live animals in the Centre.

Signature of Requester

Date

Note - Although there is no hiring fee for the Centre, donations of \$75 for DCC fundraising will be gratefully received.

For Office Use only

Active member of DCC Yes / No

Bond Paid Yes / No

Recommended Yes / No

Signature of Committee Mbr Date

Approved by RMC Yes / No

Signature of RMC Rep Date