



Memorial Drive, Darkan
admin@ddscinc.net.au
bookings@ddscinc.net.au

Darkan Sports & Community Centre Booking Request Form

Contact Information

Contact Person: _____
Phone Number: _____
Email: _____
Name of hire group (if applicable): _____

Booking Details

Date required: _____
Start time: _____ End time: _____
(If you require set up or pack down the day before/after, the complex must be booked for this date)

Areas Required

Darkan Sports & Community Centre:	(Yes) / (No)		
Kids Central:	(Yes) / (No)		
Kitchen:	(Yes) / (No)		
Bar:	(Yes) / (No)	Start time: _____	End time: _____
Playground (Public):	(Yes) / (No)		
Playground (Kids Central):	(Yes) / (No)		

Pricing

Kitchen	\$100
Member (must have been a member for more than 12 months)	\$150
Non-member	\$200
Local Corporate	\$200
Non-local Corporate	\$500

Conditions

<u>Kitchen</u> Kitchen to be left clean and tidy Bins to be emptied into outside rubbish bins Benches to be wiped down Sweep floors and under benches Dishwasher to be emptied and left open to dry Wet tablecloths and tea towels to be hung up to dry ready for cleaner Tables and chairs to be left clean, tidy and in position	<u>Kids Zone Room</u> Pick up rubbish/food scraps Put cushions back on couch Ensure TV & aircon is turned off Shut windows and lock them To be left clean and tidy
<u>Playground</u> To be left as you found it Supervision essential Report any damage or breakages	<u>Bar</u> Bar bins to be emptied into recycling bins outside Wash dirty utensils & unpack dishwasher Any breakages to be noted and paid by the hirer Please check that all doors are locked at the end of hire Please note bar staff are volunteers and patrons will be asked to leave venue at a reasonable hour in consideration of the volunteers

Bar license till 12pm. Last drinks at 11:45pm and building to be vacated at 12:00pm

Questions & Payments

Please contact Tahnee Lubcke on 0438 302 608

Please note bookings are not guaranteed until confirmation from the House Captain. When confirmed an invoice will be sent to you