

ORGANISATION CONTACT DETAILS 2022-2023:

To maintain accurate records, please complete the details below.
Please return with your Booking Request form.



TITLE OF ORGANISATION:

ORGANISATION POSTAL ADDRESS (for all communication)

Addressee Name:

Street Address:

Suburb: **State:** **Postcode:**

Telephone:

Email:

PRIMARY CONTACT FOR ORGANISATION:

Name..... **Position:**

Street Address:

Suburb..... **State**..... **Postcode**.....

Phone: Bus. **Private.** **Mobile**.....

Email.....

PRIMARY COVID MARSHALL FOR ORGANISATION:

Name..... **Position:**

Street Address:

Suburb..... **State**..... **Postcode**.....

Phone: Bus. **Private.** **Mobile**.....

Email.....

DO YOU HAVE PUBLIC LIABILITY INSURANCE TO THE VALUE OF \$20,000,000.00? YES NO

HAVE YOU PROVIDED A COPY OF YOUR *CERTIFICATE OF CURRENCY*? YES NO
Must be provided prior to first booking

IF NO, COUNCIL'S INSURANCE @ \$18.70 PER SESSION WILL APPLY AGREE

IS YOUR ORGANISATION INCORPORATED? YES NO

HAVE YOU SUPPLIED A COPY OF YOUR CERTIFICATE? YES NO
Must be provided prior to first booking

ARE YOU APPLYING FOR A COMMUNITY GRANT FOR 2022-2023? YES NO
<https://www.monash.vic.gov.au/About-Us/Awards-Grants/Community-Grants-Program>

What is the grant application number? _____

ARE YOU INTENDING TO APPLY FOR A DISCRETIONARY GRANT? YES NO
<https://www.monash.vic.gov.au/About-Us/Awards-Grants/Council-Discretionary-Funds>

ORGANISATION NAME:

DEBTOR NUMBER:

ACTIVITY TYPE: _____ *le: Meeting/Craft/Tai Chi etc.*

ACTIVITY CONTACT NAME & NUMBER: _____

COVID MARSHALL NAME & NUMBER: _____

FACILITY/SUB FACILITY: _____ NUMBER OF ATTENDEES: _____

DATE	DAY	JULY 2022		DATE	DAY	AUGUST 2022	
		Start Time	Finish Time			Start Time	Finish Time
1	FRI		Am Pm	1	MON		Am Pm
2	SAT		Am Pm	2	TUE		Am Pm
3	SUN		Am Pm	3	WED		Am Pm
4	MON		Am Pm	4	THUR		Am Pm
5	TUE		Am Pm	5	FRI		Am Pm
6	WED		Am Pm	6	SAT		Am Pm
7	THUR		Am Pm	7	SUN		Am Pm
8	FRI		Am Pm	8	MON		Am Pm
9	SAT		Am Pm	9	TUE		Am Pm
10	SUN		Am Pm	10	WED		Am Pm
11	MON		Am Pm	11	THUR		Am Pm
12	TUE		Am Pm	12	FRI		Am Pm
13	WED		Am Pm	13	SAT		Am Pm
14	THUR		Am Pm	14	SUN		Am Pm
15	FRI		Am Pm	15	MON		Am Pm
16	SAT		Am Pm	16	TUE		Am Pm
17	SUN		Am Pm	17	WED		Am Pm
18	MON		Am Pm	18	THUR		Am Pm
19	TUE		Am Pm	19	FRI		Am Pm
20	WED		Am Pm	20	SAT		Am Pm
21	THUR		Am Pm	21	SUN		Am Pm
22	FRI		Am Pm	22	MON		Am Pm
23	SAT		Am Pm	23	TUE		Am Pm
24	SUN		Am Pm	24	WED		Am Pm
25	MON		Am Pm	25	THUR		Am Pm
26	TUE		Am Pm	26	FRI		Am Pm
27	WED		Am Pm	27	SAT		Am Pm
28	THUR		Am Pm	28	SUN		Am Pm
29	FRI		Am Pm	29	MON		Am Pm
30	SAT		Am Pm	30	TUE		Am Pm
31	SUN		Am Pm	31	WED		Am Pm

ORGANISATION NAME:

DEBTOR NUMBER:

ACTIVITY TYPE: _____ *le: Meeting/Craft/Tai Chi etc.*

ACTIVITY CONTACT NAME & NUMBER: _____

COVID MARSHALL NAME & NUMBER: _____

FACILITY/SUB FACILITY: _____ NUMBER OF ATTENDEES: _____

DATE	DAY	SEPTEMBER 2022		DATE	DAY	OCTOBER 2022	
		Start Time	Finish Time			Start Time	Finish Time
1	THUR		Am Pm	1	SAT		Am Pm
2	FRI		Am Pm	2	SUN		Am Pm
3	SAT		Am Pm	3	MON		Am Pm
4	SUN		Am Pm	4	TUE		Am Pm
5	MON		Am Pm	5	WED		Am Pm
6	TUE		Am Pm	6	THUR		Am Pm
7	WED		Am Pm	7	FRI		Am Pm
8	THUR		Am Pm	8	SAT		Am Pm
9	FRI		Am Pm	9	SUN		Am Pm
10	SAT		Am Pm	10	MON		Am Pm
11	SUN		Am Pm	11	TUE		Am Pm
12	MON		Am Pm	12	WED		Am Pm
13	TUE		Am Pm	13	THUR		Am Pm
14	WED		Am Pm	14	FRI		Am Pm
15	THUR		Am Pm	15	SAT		Am Pm
16	FRI		Am Pm	16	SUN		Am Pm
17	SAT		Am Pm	17	MON		Am Pm
18	SUN		Am Pm	18	TUE		Am Pm
19	MON		Am Pm	19	WED		Am Pm
20	TUE		Am Pm	20	THUR		Am Pm
21	WED		Am Pm	21	FRI		Am Pm
22	THUR		Am Pm	22	SAT		Am Pm
23	FRI		Am Pm	23	SUN		Am Pm
24	SAT		Am Pm	24	MON		Am Pm
25	SUN		Am Pm	25	TUE		Am Pm
26	MON		Am Pm	26	WED		Am Pm
27	TUE		Am Pm	27	THUR		Am Pm
28	WED		Am Pm	28	FRI		Am Pm
29	THUR		Am Pm	29	SAT		Am Pm
30	FRI		Am Pm	30	SUN		Am Pm
				31	MON		Am Pm

ORGANISATION NAME:

DEBTOR NUMBER:

ACTIVITY TYPE: _____ *le: Meeting/Craft/Tai Chi etc.*

ACTIVITY CONTACT NAME & NUMBER: _____

COVID MARSHALL NAME & NUMBER: _____

FACILITY/SUB FACILITY: _____ NUMBER OF ATTENDEES: _____

DATE	DAY	NOVEMBER 2022 Start Time	NOVEMBER 2022 Finish Time	DATE	DAY	DECEMBER 2022 Start Time	DECEMBER 2022 Finish Time
1	TUE (PH)	Am Pm	Am Pm	1	THUR	Am Pm	Am Pm
2	WED	Am Pm	Am Pm	2	FRI	Am Pm	Am Pm
3	THUR	Am Pm	Am Pm	3	SAT	Am Pm	Am Pm
4	FRI	Am Pm	Am Pm	4	SUN	Am Pm	Am Pm
5	SAT	Am Pm	Am Pm	5	MON	Am Pm	Am Pm
6	SUN	Am Pm	Am Pm	6	TUE	Am Pm	Am Pm
7	MON	Am Pm	Am Pm	7	WED	Am Pm	Am Pm
8	TUE	Am Pm	Am Pm	8	THUR	Am Pm	Am Pm
9	WED	Am Pm	Am Pm	9	FRI	Am Pm	Am Pm
10	THUR	Am Pm	Am Pm	10	SAT	Am Pm	Am Pm
11	FRI	Am Pm	Am Pm	11	SUN	Am Pm	Am Pm
12	SAT	Am Pm	Am Pm	12	MON	Am Pm	Am Pm
13	SUN	Am Pm	Am Pm	13	TUE	Am Pm	Am Pm
14	MON	Am Pm	Am Pm	14	WED	Am Pm	Am Pm
15	TUE	Am Pm	Am Pm	15	THUR	Am Pm	Am Pm
16	WED	Am Pm	Am Pm	16	FRI	Am Pm	Am Pm
17	THUR	Am Pm	Am Pm	17	SAT	Am Pm	Am Pm
18	FRI	Am Pm	Am Pm	18	SUN	Am Pm	Am Pm
19	SAT	Am Pm	Am Pm	19	MON	Am Pm	Am Pm
20	SUN	Am Pm	Am Pm	20	TUE	Am Pm	Am Pm
21	MON	Am Pm	Am Pm	21	WED	Am Pm	Am Pm
22	TUE	Am Pm	Am Pm	22	THUR	Am Pm	Am Pm
23	WED	Am Pm	Am Pm	23	FRI	Am Pm	Am Pm
24	THUR	Am Pm	Am Pm	24	SAT	Am Pm	Am Pm
25	FRI	Am Pm	Am Pm	25	SUN	FACILITY	CLOSED
26	SAT	Am Pm	Am Pm	26	MON	FACILITY	CLOSED
27	SUN	Am Pm	Am Pm	27	TUE	Am Pm	Am Pm
28	MON	Am Pm	Am Pm	28	WED	Am Pm	Am Pm
29	TUE	Am Pm	Am Pm	29	THUR	Am Pm	Am Pm
30	WED	Am Pm	Am Pm	30	FRI	Am Pm	Am Pm
				31	SAT	Am Pm	Am Pm

ORGANISATION NAME:

DEBTOR NUMBER:

ACTIVITY TYPE: _____ *le: Meeting/Craft/Tai Chi etc.*

ACTIVITY CONTACT NAME & NUMBER: _____

COVID MARSHALL NAME & NUMBER: _____

FACILITY/SUB FACILITY: _____ NUMBER OF ATTENDEES: _____

DATE	DAY	JANUARY 2023 Start Time	2023 Finish Time	DATE	DAY	FEBRUARY 2023 Start Time	2023 Finish Time
1	SUN	FACILITY	CLOSED	1	WED	Am Pm	Am Pm
2	MON(PH)	Am Pm	Am Pm	2	THUR	Am Pm	Am Pm
3		Am Pm	Am Pm	3	FRI	Am Pm	Am Pm
4	WED	Am Pm	Am Pm	4	SAT	Am Pm	Am Pm
5	THUR	Am Pm	Am Pm	5	SUN	Am Pm	Am Pm
6	FRI	Am Pm	Am Pm	6	MON	Am Pm	Am Pm
7	SAT	Am Pm	Am Pm	7	TUE	Am Pm	Am Pm
8	SUN	Am Pm	Am Pm	8	WED	Am Pm	Am Pm
9	MON	Am Pm	Am Pm	9	THUR	Am Pm	Am Pm
10	TUE	Am Pm	Am Pm	10	FRI	Am Pm	Am Pm
11	WED	Am Pm	Am Pm	11	SAT	Am Pm	Am Pm
12	THUR	Am Pm	Am Pm	12	SUN	Am Pm	Am Pm
13	FRI	Am Pm	Am Pm	13	MON	Am Pm	Am Pm
14	SAT	Am Pm	Am Pm	14	TUE	Am Pm	Am Pm
15	SUN	Am Pm	Am Pm	15	WED	Am Pm	Am Pm
16	MON	Am Pm	Am Pm	16	THUR	Am Pm	Am Pm
17	TUE	Am Pm	Am Pm	17	FRI	Am Pm	Am Pm
18	WED	Am Pm	Am Pm	18	SAT	Am Pm	Am Pm
19	THUR	Am Pm	Am Pm	19	SUN	Am Pm	Am Pm
20	FRI	Am Pm	Am Pm	20	MON	Am Pm	Am Pm
21	SAT	Am Pm	Am Pm	21	TUE	Am Pm	Am Pm
22	SUN	Am Pm	Am Pm	22	WED	Am Pm	Am Pm
23	MON	Am Pm	Am Pm	23	THUR	Am Pm	Am Pm
24	TUE	Am Pm	Am Pm	24	FRI	Am Pm	Am Pm
25	WED	Am Pm	Am Pm	25	SAT	Am Pm	Am Pm
26	THUR(PH)	Am Pm	Am Pm	26	SUN	Am Pm	Am Pm
27	FRI	Am Pm	Am Pm	27	MON	Am Pm	Am Pm
28	SAT	Am Pm	Am Pm	28	TUE	Am Pm	Am Pm
29	SUN	Am Pm	Am Pm			Am Pm	Am Pm
30	MON	Am Pm	Am Pm			Am Pm	Am Pm
31	TUE	Am Pm	Am Pm			Am Pm	Am Pm

ORGANISATION NAME:

DEBTOR NUMBER:

ACTIVITY TYPE: _____ *le: Meeting/Craft/Tai Chi etc.*

ACTIVITY CONTACT NAME & NUMBER: _____

COVID MARSHALL NAME & NUMBER: _____

FACILITY/SUB FACILITY: _____ NUMBER OF ATTENDEES: _____

DATE	DAY	MARCH 2023		DATE	DAY	APRIL 2023	
		Start Time	Finish Time			Start Time	Finish Time
1	WED		Am Pm	1	SAT		Am Pm
2	THUR		Am Pm	2	SUN		Am Pm
3	FRI		Am Pm	3	MON		Am Pm
4	SAT		Am Pm	4	TUE		Am Pm
5	SUN		Am Pm	5	WED		Am Pm
6	MON		Am Pm	6	THUR		Am Pm
7	TUE		Am Pm	7	FRI	FACILITY	CLOSED
8	WED		Am Pm	8	SAT		Am Pm
9	THUR		Am Pm	9	SUN	FACILITY	CLOSED
10	FRI		Am Pm	10	MON(PH)		Am Pm
11	SAT		Am Pm	11	TUE		Am Pm
12	SUN		Am Pm	12	WED		Am Pm
13	MON(PH)		Am Pm	13	THUR		Am Pm
14	TUE		Am Pm	14	FRI		Am Pm
15	WED		Am Pm	15	SAT		Am Pm
16	THUR		Am Pm	16	SUN		Am Pm
17	FRI		Am Pm	17	MON		Am Pm
18	SAT		Am Pm	18	TUE		Am Pm
19	SUN		Am Pm	19	WED		Am Pm
20	MON		Am Pm	20	THUR		Am Pm
21	TUE		Am Pm	21	FRI		Am Pm
22	WED		Am Pm	22	SAT		Am Pm
23	THUR		Am Pm	23	SUN		Am Pm
24	FRI		Am Pm	24	MON		Am Pm
25	SAT		Am Pm	25	TUE		Am Pm
26	SUN		Am Pm	26	WED		Am Pm
27	MON		Am Pm	27	THUR		Am Pm
28	TUE		Am Pm	28	FRI		Am Pm
29	WED		Am Pm	29	SAT		Am Pm
30	THUR		Am Pm	30	SUN		Am Pm
31	FRI		Am Pm				Am Pm

ORGANISATION NAME:

DEBTOR NUMBER:

ACTIVITY TYPE: _____ *le: Meeting/Craft/Tai Chi etc.*

ACTIVITY CONTACT NAME & NUMBER: _____

COVID MARSHALL NAME & NUMBER: _____

FACILITY/SUB FACILITY: _____ NUMBER OF ATTENDEES: _____

DATE	DAY	MAY 2023		DATE	DAY	JUNE 2023	
		Start Time	Finish Time			Start Time	Finish Time
1	MON		Am Pm	1	THUR		Am Pm
2	TUE		Am Pm	2	FRI		Am Pm
3	WED		Am Pm	3	SAT		Am Pm
4	THUR		Am Pm	4	SUN		Am Pm
5	FRI		Am Pm	5	MON		Am Pm
6	SAT		Am Pm	6	TUE		Am Pm
7	SUN		Am Pm	7	WED		Am Pm
8	MON		Am Pm	8	THUR		Am Pm
9	TUE		Am Pm	9	FRI		Am Pm
10	WED		Am Pm	10	SAT		Am Pm
11	THUR		Am Pm	11	SUN		Am Pm
12	FRI		Am Pm	12	MON(PH)		Am Pm
13	SAT		Am Pm	13	TUE		Am Pm
14	SUN		Am Pm	14	WED		Am Pm
15	MON		Am Pm	15	THUR		Am Pm
16	TUE		Am Pm	16	FRI		Am Pm
17	WED		Am Pm	17	SAT		Am Pm
18	THUR		Am Pm	18	SUN		Am Pm
19	FRI		Am Pm	19	MON		Am Pm
20	SAT		Am Pm	20	TUE		Am Pm
21	SUN		Am Pm	21	WED		Am Pm
22	MON		Am Pm	22	THUR		Am Pm
23	TUE		Am Pm	23	FRI		Am Pm
24	WED		Am Pm	24	SAT		Am Pm
25	THUR		Am Pm	25	SUN		Am Pm
26	FRI		Am Pm	26	MON		Am Pm
27	SAT		Am Pm	27	TUE		Am Pm
28	SUN		Am Pm	28	WED		Am Pm
29	MON		Am Pm	29	THUR		Am Pm
30	TUE		Am Pm	30	FRI		Am Pm
31	WED		Am Pm				