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Box Hill Community Kiosk Guidelines

Due to the popularity of the Box Hill Community Kiosk it is necessary for all Community Groups using the Kiosk to adhere to the following Guidelines:

- There will be no more than 4 bookings per Organisation in any one calendar year
- You will be permitted to use the supplied furniture, 6 fold out chairs and 2 fold out trestle tables. All furniture can only be used inside the kiosk
- Keys for the Kiosk can be collected no earlier than the afternoon prior to your booking
- Keys must be returned to the Box Hill Service Centre before 5pm on the day of use, or the next working day after use. After hours key returns can be left in the Customer Service mailbox number 5, located at the side of the Box Hill Town Hall, close to Bank Street.
- If the keys are misplaced or lost you will incur the cost a replacement key or keys
- A 'Certificate of Currency' and a signed 'Guidelines' must be received prior to the first booking
- Payment of a refundable key deposit must be paid prior to the first booking
- If your group intends selling or giving away food, you are required to meet food and safety requirements under the Food Act; to apply for a Temporary Food Permit you need to contact Streetrader, at <https://streatrader.health.vic.gov.au>, to apply online. Or call the Streetrader hotline on 1300 085 767 further information.

I, _____, as nominated representative of _____

_____ Hereby acknowledges the above guidelines

Signed: _____

Dated: _____