

# Application for Hire of Inglewood Recreation Centre



### IMPORTANT NOTICE

*Goondiwindi Regional Council is collecting this information in order to comply with its responsibilities and obligations as a Local Government. The information will only be used by Council Officers or Agencies which may have a legitimate need for the information to process applications or the like. Your information will not be given to any other person or Agency until you have given us permission or if we are required to by law.*

Details of Applicant			
Applicant's Name:			
Address:			
Phone:	Home:	Work:	Mobile:
Email:			

Organisation/Sporting Body/Club Details (if applicable)		
Organisation Name:		
ABN Number:		
Address:		
Phone:	Work:	Mobile:
Email:		
Position of Applicant within Organisation:		
Public Liability Insurance:	Please attach copy of Certificate of Currency	

Proposed Activity / Function	
<input type="checkbox"/> Martial Arts <input type="checkbox"/> Roller Skating	<input type="checkbox"/> Squash <input type="checkbox"/> Other – (please specify) ..... .....
Number of People Attending: (numbers to include all attendees including leaders, instructors etc.)	

Area/Equipment Requested (Music & Lighting Equipment, Gym Mats & Kitchen (Fridge & Microwave) are included in the hire)	
<input type="checkbox"/> Main Hall <input type="checkbox"/> Squash Court	<input type="checkbox"/> Roller Skates

Other Details	
Will alcohol be served/provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Bond is required to be paid
If so, has licence been provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Note: The hirer is to notify the Police that alcohol will be consumed in the facility prior to the event.</b>	

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Dates & Times Required for Event				
Date	From	To	If Whole Day, please tick	Purpose – e.g. Set-Up, Function, Rehearsal, Cleanup
	am/pm	am/pm	<input type="checkbox"/>	
	am/pm	am/pm	<input type="checkbox"/>	
	am/pm	am/pm	<input type="checkbox"/>	

Declaration and Signature		
I, the applicant, declare that I have read and understood the Inglewood Recreation Centre Conditions of Hire and confirm that I can fulfil all the requirements which are relevant to the activity that I wish to undertake		
Name:	Signature:	Date:

Bank Account Details (for return of bond if paid)	
Account Name:	
Account Number:	
BSB Number:	
Bank:	
Email Address: (remittance advice will be emailed)	

OFFICE USE ONLY		
<input type="checkbox"/> Application Approved	<input type="checkbox"/> Application Declined	
Reason for declining:		
Amount Paid:	Receipt Number:	Date:
Name of Council Officer:		Signature:

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<b>***CONDITIONS FOR THE HIRER***</b>	
The premises and all facilities are hired to the HIRER on the basis that the HIRER is competent to operate all such facilities and indemnifies Council against any loss, damage or liability from such use.	
<b>DECORATIONS:</b>	The HIRER shall NOT DECORATE the Centre unless permission is first obtained from the Council. The HIRER <b>SHALL NOT</b> cause any NAILS, TACKS, ADHESIVES, or OTHER ARTICLES to be driven on the FLOOR or WALLS. No decorations are to be attached to any fans or light fixtures. The HIRER shall <b>IMMEDIATELY AFTER THE FUNCTION</b> remove all decorations from the areas to the satisfaction of the Council.
<b>SMOKING:</b>	<b>PROHIBITED IN ALL AREAS OF THE CENTRE</b>
<b>CLEANING:</b>	The hire charge of the Centre DOES NOT allow for any cleaning by staff. The Hirer is responsible for ensuring that the centre is left in a clean and tidy condition. Should any cleaning be required, an account will be forwarded to the Hirer.
<b>DAMAGES:</b>	During their use the HIRER shall be liable to REPAIR/REPLACE any damage to the Grounds, Buildings, Furniture, Other Equipment thereon and such damage cost shall be added to the account for the hire of the facilities.
<b>KEY:</b>	The key, which will be issued at Council's Customer Service Office on the Corner of Albert and Elizabeth Streets, Inglewood, shall be available for collection on the last working day proceeding the hire date. Office hours are 8.30am to 4:30pm Monday to Friday.
<b>RETURN OF KEY:</b>	The Hirer acknowledges that the key(s) issued for the Centre should be returned to Council's Customer Service, Cnr Albert and Elizabeth Streets, Inglewood, on the next working day following the day of hire of the Centre. Late return fees may apply.
<b>RETURN OF COMPLETED FORM:</b>	This form must be completed and returned to Council within seven (7) days of receipt or the "proposed" booking will lapse and Inglewood Recreation Centre may be hired to another user.
<b>CANCELLATION OF BOOKING:</b>	If cancellation of a booking is made less than fourteen (14) days prior to the proposed use of the centre, the Council may retain payment of the full hire fees.
<b>PUBLIC LIABILITY INSURANCE:</b>	Organisations, Sporting Bodies and Clubs shall have in place Liability Insurance to cover their occupancy of the premises, including the activities being conducted. The Centre has Public Liability Insurance as "owner" only, which does not extend to the activities of the Hirer.
<b>FIRE SAFETY:</b>	The Hirer acknowledges he/she <b>will inform all</b> the occupants of the FIRE SAFETY PROCEDURE and show/inform all occupants where EMERGENCY EXITS and ASSEMBLY AREA are located prior to the commencement of the function.  IN THE EVENT OF FIRE occupants will leave the building with haste and gather at the designated assembly area.