

Application for Hire of Inglewood Civic 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 Details (if applicable)		
Organisation Name:		
ABN Number:		
Address:		
Phone:	Work:	Mobile:
Email:		
Position of Applicant within Organisation:		

Proposed Activity / Function	
<input type="checkbox"/> Martial Arts <input type="checkbox"/> Yoga <input type="checkbox"/> Church Meeting <input type="checkbox"/> Wedding <input type="checkbox"/> Birthday Party	<input type="checkbox"/> Blue Light Disco <input type="checkbox"/> School Concert <input type="checkbox"/> School Presentation Night <input type="checkbox"/> Seminar / Conference <input type="checkbox"/> Other please specify.....
Number of People Attending: (numbers to include all attendees including catering staff, band / dj, presenters, instructors)	

Areas Requested	
<input type="checkbox"/> Whole of Complex	<input type="checkbox"/> Foyer, Kitchen & Bar (without any other part of the complex)
<input type="checkbox"/> Hall & Stage (excluding kitchen)	<input type="checkbox"/> Cold Room only (no bond required)

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Other Details	
Public Liability Insurance Cover	Please attach copy of Certificate of Currency
Is Council's light and/or sound equipment required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which is required?	<input type="checkbox"/> Light <input type="checkbox"/> Sound
Name of person responsible for light and/or sound system Note: only authorised, trained personnel are to operate the light and sound systems	_____
Will you be using the kitchen facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be using the gas stove?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be serving food?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how will it be served?	<input type="checkbox"/> Sit-down <input type="checkbox"/> Buffet
Do you require use of Council's crockery & cutlery	<input type="checkbox"/> Yes <input type="checkbox"/> No
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
Note: The hirer is to notify the Police that alcohol will be consumed in the facility prior to the event.	

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"/>	
	am/pm	am/pm	<input type="checkbox"/>	
	am/pm	am/pm	<input type="checkbox"/>	
	am/pm	am/pm	<input type="checkbox"/>	

Ongoing Bookings				
Starting Date	Finishing Date			
Day of Week	From	To	If Whole Day, please tick	Purpose – e.g. Martial Arts, Yoga
	am/pm	am/pm	<input type="checkbox"/>	
	am/pm	am/pm	<input type="checkbox"/>	
	am/pm	am/pm	<input type="checkbox"/>	
	am/pm	am/pm	<input type="checkbox"/>	

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Declaration and Signature		
I, the applicant, declare that I have read and understood the Inglewood Civic 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 – Return of Bond	
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:	<div style="border-bottom: 1px dashed black; height: 20px;"></div>	
Amount Paid:	Receipt Number:	Date:
Name of Council Officer:		Signature:

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CONDITIONS FOR THE HIRER	
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.	
DECORATIONS:	The HIRER shall NOT DECORATE the Centre unless permission is first obtained from the Council. The HIRER SHALL NOT cause any NAILS, TACKS, ADHESIVES, or OTHER ARTICLES to be driven on the FLOOR, WALLS or CEILINGS. No decorations are to be attached to any ceiling fans, light fixtures or curtains. The HIRER shall IMMEDIATELY AFTER THE FUNCTION remove all decorations from the area/s to the satisfaction of the Council.
SMOKING:	PROHIBITED IN ALL AREAS OF THE CENTRE
CLEANING:	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.
DAMAGES:	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.
KEY:	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.
RETURN OF KEY:	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.
RETURN OF COMPLETED FORM (WITH DEPOSIT):	This form must be completed and returned to Council within seven (7) days of receipt or the "proposed" booking will lapse and the Inglewood Civic Centre Centre may be hired to another user.
CANCELLATION OF BOOKING:	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.
PUBLIC LIABILITY INSURANCE:	The Hirer 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.
FIRE SAFETY:	The Hirer acknowledges he/she will inform all 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. Emergency Exits must not be obstructed. IN THE EVENT OF FIRE occupants will leave the building with haste and gather at the designated assembly area.