

Application for Venue Hire Goondiwindi Regional 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 we are required to by law.

APPLICANT DETAILS

Organisation Name:			
Position of Applicant within Organisation:			
Contact Full Name:			
Group Type:	<input type="checkbox"/> Business <input type="checkbox"/> Incorporated	<input type="checkbox"/> Commercial <input type="checkbox"/> High risk sports	<p><i>If you select any of the group types above or hire a GRC facility more than 12 times per year please attach a copy of your Certificate of Currency to this application.</i></p>
ABN Number:			
Address:			
Mobile:		Other Contact number:	
Email:			

PROPOSED ACTIVITY / FUNCTION

<input type="checkbox"/> Fundraiser <input type="checkbox"/> Display / Information Session <input type="checkbox"/> Musical or Theatrical Performance	<input type="checkbox"/> Private Movie Screening / Birthday Party etc. <input type="checkbox"/> Meeting / Conference <input type="checkbox"/> Other please specify:
Details:	
Date/s:	
Time:	am / pm to am / pm

AREAS REQUESTED

<input type="checkbox"/> Cinema 1 / Theatre	<input type="checkbox"/> Cinema 2
<input type="checkbox"/> Art Gallery & Shared Space	<input type="checkbox"/> Family History Room
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Historic Boardroom

CINEMA

<input type="checkbox"/> Scheduled Movie	<input type="checkbox"/> Specific Movie (booking fees may apply)	<input type="checkbox"/> Other
Movie preferences: <i>I.e. Children's movie, blockbuster etc.</i>		

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THEATRE EQUIPMENT REQUIREMENTS

Equipment Requirements:	
<i>Is disabled access to the stage required:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Lift access to the stage area is available:</i>	

ART GALLERY & SHARED SPACE

Equipment Requirements:	<input type="checkbox"/> Lectern <input type="checkbox"/> Projector Screen <input type="checkbox"/> Table/s: number of tables _____ <input type="checkbox"/> Chair/s: number of chairs _____
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HISTORIC BOARDROOM / FAMILY HISTORY ROOM

Equipment Requirements:	<input type="checkbox"/> Projector Screen <input type="checkbox"/> Table/s: number of tables _____ <input type="checkbox"/> Chair/s: number of chairs _____
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BANK ACCOUNT DETAILS – RETURN OF BOND

Account Name:	
Account Number:	
BSB Number:	
Bank:	
Email Address (remittance advise will be emailed)	

BANK ACCOUNT DETAILS – TICKET SALES

If holding a fundraising event where ticket sales will be managed by the Goondiwindi Cinema please provide the bank account details for the funds to be transferred to. Please note a Statement by a Supplier must accompany this form.

Account Name:	
Account Number:	
BSB Number	
Bank:	
Email address (remittance advice will be emailed)	

DECLARATION AND SIGNATURE

I, the applicant, declare that I have read and understood the Goondiwindi Regional Civic Centre Hire Conditions and General Information and confirm that I am responsible and can fulfil all the requirements of hiring the facility, including ensuring that I comply with all federal, state or local legislation relevant to the activity that I wish to undertake.		
Name:	Signature:	Date: / /

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OFFICE USE ONLY – Application Status

<input type="checkbox"/> <i>Ad hoc</i> Casual Hirers Liability Cover	<input type="checkbox"/> Public Liability Insurance required
<input type="checkbox"/> Application Approved	<input type="checkbox"/> Certificate of Currency attached
<input type="checkbox"/> Application Declined	
Reason for declining:	
Goondiwindi Regional Council – Authorising Officer	
Name:	Signature: _____ Date: / /

Receipt Number:	Payment:	CSO Initials:
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Application for Venue Hire

Goondiwindi Regional Civic Centre



HIRE CONDITIONS AND GENERAL INFORMATION	
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 Goondiwindi Regional Civic Centre (GRCC) unless permission is first obtained from the Goondiwindi Regional Council (Council). The hirer shall not cause any nails, tacks, adhesives, or other articles to be driven into 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.
KITCHEN / CATERING:	A list of cutlery, crockery and equipment can be provided upon request. Council will not book or arrange any catering on behalf of Hirer; a key can be made available for the caterer appointed by the Hirer from the GRCC. Hirer's are encouraged to inspect the kitchen prior to hire.
SMOKING:	Prohibited in all areas of the GRCC.
CLEANING:	The hire charge of the GRCC does not allow for any cleaning by staff. The Hirer is responsible for ensuring that the GRCC is left in a clean and tidy condition. Should any cleaning be required, an invoice 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, equipment and fixtures and such damage cost shall be invoiced to the Hirer.
KEY:	A key can be issued to the hirer, if Council deem that this is a requirement of the hire. The key and security system information will be issued at the GRCC, 100 Marshall Street, Goondiwindi. The key will be available for collection on the last business day proceeding the hire date. Office hours are 8:30am to 4:30pm Monday to Friday and 9:00am to 1:00pm Saturday, closed public holidays and holiday closures.
RETURN OF KEY:	The Hirer acknowledges that the key(s) issued for the GRCC are to be returned to Council's the GRCC on the next business day following the day of hire of the Centre. Late return fees may apply if not returned next day.
ALCOHOL	Alcohol is only to be consumed in the designated areas. Glass bottles are also prohibited, the use of cans is allowed. Bar to close & cease serving alcohol by midnight.
LIQUOR LICENCING	Any event held where alcohol is served/provided must seek Council approval and in some cases provide Council with a copy of license obtained.
VACATING THE PREMISESES	Premises must be vacated by 12:30am, failure to do so will alert Security Monitoring and the Hirer will be invoiced for the callout fee.
RETURN OF COMPLETED FORM (WITH DEPOSIT):	This form must be completed and returned to Council for a booking to be considered. Payment of a deposit is required within seven (7) days of receipt of an application to confirm the booking or the booking will lapse and the GRCC 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 GRCC, the Council may retain payment of the full hire fees.
PUBLIC LIABILITY INSURANCE:	<p>Council has Liability Insurance for Council owned facilities, which extends to ad hoc casual hirers. A casual hirer is defined as an individual or a group, whilst using a council facility, where the individual or group is:</p> <ul style="list-style-type: none"> • Non-commercial • Not incorporated • Not involved in high risk sports, and • Hires a council facility no more than 12 day times year. <p>Specific hire activities are excluded from the ad hoc casual hirers liability cover and applications will be assessed on an individual basis for compliance.</p> <p>Where the proposed hire / activities being conducted are not covered by the ad hoc casual hirers liability insurance the applicant (Hirer) must have Public Liability Insurance in place to cover their occupancy of the premises, including the activities being conducted.</p> <p>All commercial businesses must have their own cover as Council cannot provide cover to businesses.</p>
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 safely and with haste and gather at the designated assembly area.
GOVERNMENT COMPLIANCE	The HIRER acknowledges that he/she is responsible for compliance with the State Government's rules in relation to Covid-19.