



# GOONDIWINDI REGIONAL COUNCIL

## Application for Hire Goondiwindi Regional Civic Centre

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:		

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 Other please specify
Details:	<hr/> <hr/> <hr/>
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

<b>Cinema</b>		
<input type="checkbox"/> Scheduled Movie	<input type="checkbox"/> Specific Movie <i>(Booking fees may apply)</i>	<input type="checkbox"/> Other
Movie Requirements: <i>i.e. children's movie, blockbuster etc.</i>		
<b>Theatre Equipment Requirements</b>		
Equipment:		
Is disabled access to the stage required:    Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>Lift access to the stage area is available; induction must be undertaken before operating. Council will make contact once booking is approved to organize an induction.</i>		
<b>Art Gallery &amp; Shared Space</b>		
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 _____	
<b>Kitchen / Catering</b>		
<i>A list of cutlery, crockery and equipment available is attached.</i>		
<i>Council will not book or arrange for any catering on behalf of Hirer; however a key can be made available for the caterer appointed by the Hirer from the Civic Centre.</i>		
<i>Hirer's are encouraged to inspect the kitchen prior to hire.</i>		
<b>Historic Boardroom</b>		
Equipment Requirements:	<input type="checkbox"/> Projector Screen <input type="checkbox"/> Table/s : number of tables _____ <input type="checkbox"/> Chairs/s : number of chairs _____	
<b>Family History Room</b>		
Equipment Requirements:	<input type="checkbox"/> Projector Screen <input type="checkbox"/> Chair/s : number of chairs _____	

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 the State Government's rules in relation to Covid-19 relevant to the activity that I wish to undertake.		
Name:	Signature:	Date: / /

Fees	
Application for hire	POA
Bond	Per Fees and Charges

Bank Account Details – Return of Bond	
Account Name:	
Account Number:	
BSB Number:	
Bank:	
Email Address (remittance advice will be emailed)	

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.

Bank Account Details – Ticket Sales	
Account Name:	
Account Number:	
BSB Number:	
Bank:	
Email Address (remittance advice will be emailed)	

OFFICE USE ONLY - Application Status		
<input type="checkbox"/> Approved	<input type="checkbox"/> Declined	
Reason for declining:		
Goondiwindi Regional Council – Authorising Officer		
Name:	Signature:	Date: / /