



Goondiwindi Regional Council

Application for Hire

Goondiwindi Regional Civic Centre

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

Organisation Details			
Organisation Name:			
ABN / CAN Number:			
Association or Charity Registration Number:			
Address:			
Phone:	Home:	Work:	Mobile:
Email:			

Proposed Activity / Function	
<input type="checkbox"/> Fundraiser <input type="checkbox"/> Display / Information Session / Conference <input type="checkbox"/> Musical or Theatrical Performance	<input type="checkbox"/> Private Movie Screening / Birthday Party etc. <input type="checkbox"/> Other please specify
Details:	<div style="border-bottom: 1px dashed black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px dashed black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px dashed black; height: 15px; width: 100%;"></div>
Date:	
Time:	am / pm to am / pm

Areas Requested	
<input type="checkbox"/> Cinema 1 / Theatre	<input type="checkbox"/> Cinema 2 / Digital Arena
<input type="checkbox"/> Art Gallery	<input type="checkbox"/> Shared Space
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Family History Room
<input type="checkbox"/> Historic Boardroom	<input type="checkbox"/> Other:

Cinema		
<input type="checkbox"/> Scheduled Movie	<input type="checkbox"/> Specific Movie <i>(Booking fees apply)</i>	<input type="checkbox"/> Other
Movie Requirements: <i>i.e. children's movie, blockbuster etc.</i>		
Cinema Equipment Requirements		
Sound Requirements:		
Light Requirements:		
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>		
Art Gallery / Shared Space		
Equipment Requirements:	<input type="checkbox"/> Projector Screen <input type="checkbox"/> Lectern <input type="checkbox"/> Table/s : number of tables _____ <input type="checkbox"/> Chair/s : number of chairs _____	
<i>A list of quantities of tables and chairs available for hire is attached.</i>		
<i>A fee is incurred for use of projector, however no IT support will be provided for hire of this equipment.</i>		
Kitchen / Catering		
<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>		
Historic Boardroom		
Equipment Requirements:	<input type="checkbox"/> Projector Screen <input type="checkbox"/> Table/s : number of tables _____ <input type="checkbox"/> Chairs/s : number of chairs _____	
<i>A fee is incurred for use of projector, however no IT support will be provided for hire of this equipment.</i>		
Family History Room		
Equipment Requirements:	<input type="checkbox"/> Projector Screen <input type="checkbox"/> Chair/s : number of chairs _____	
<i>A fee is incurred for use of projector, however no IT support will be provided for hire of this equipment.</i>		

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 can fulfil all the requirements which are 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)	

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