

# Application for Venue Hire

## Goondiwindi Waggamba Community Cultural 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:			
Contact Full Name:			
Group Type:	<input type="checkbox"/> Business <input type="checkbox"/> Incorporated	<input type="checkbox"/> Commercial <input type="checkbox"/> High risk sports	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.
ABN Number:			
Address:			
Mobile:		Other Contact number:	
Email:			

### PROPOSED ACTIVITY / FUNCTION

<input type="checkbox"/> Wedding Receptions, Dinner, Balls & Cabarets <input type="checkbox"/> Bands and Concerts <input type="checkbox"/> Meetings – Charitable & Public <input type="checkbox"/> Sales / Auctions	<input type="checkbox"/> School Function, Socials, Speech Nights <input type="checkbox"/> Seminar / Conference <input type="checkbox"/> Fitness Class <input type="checkbox"/> Other Please Specify
Details of booking, including Number of attendees:	

### AREAS REQUESTED

<input type="checkbox"/> Whole of Building (includes Main Hall, River Room, Kitchen, Bar & Deck)	
<input type="checkbox"/> Main Hall	<input type="checkbox"/> Kitchen (Bond Required)
<input type="checkbox"/> River Room	<input type="checkbox"/> Bar / Cold Room (Bond Required)
<input type="checkbox"/> Deck	<input type="checkbox"/> Toilet Access Required

### EQUIPMENT REQUIREMENTS

<input type="checkbox"/> Lectern	<input type="checkbox"/> Chair/s: number of chairs _____
<input type="checkbox"/> Microphone	<input type="checkbox"/> Table/s: number of tables _____
<input type="checkbox"/> Sound & Lighting Desk	

### AUDIO VISUAL REQUIREMENTS – separate hire form & additional fees apply

<input type="checkbox"/> Projector Screen	<input type="checkbox"/> Laptop
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### DATE/S REQUIRED (including decorating / rehearsal)

From: ..... To: .....

*\*If use is for more than 7 days please record additional days on a separate sheet of paper and attach hereto.*

Day 1:	From _____ am/pm	To: _____ am/pm	<input type="checkbox"/> All Day	<input type="checkbox"/> Hire	<input type="checkbox"/> Decoration/Rehearsal
Day 2:	From _____ am/pm	To: _____ am/pm	<input type="checkbox"/> All Day	<input type="checkbox"/> Hire	<input type="checkbox"/> Decoration/Rehearsal
Day 3:	From _____ am/pm	To: _____ am/pm	<input type="checkbox"/> All Day	<input type="checkbox"/> Hire	<input type="checkbox"/> Decoration/Rehearsal
Day 4:	From _____ am/pm	To: _____ am/pm	<input type="checkbox"/> All Day	<input type="checkbox"/> Hire	<input type="checkbox"/> Decoration/Rehearsal
Day 5:	From _____ am/pm	To: _____ am/pm	<input type="checkbox"/> All Day	<input type="checkbox"/> Hire	<input type="checkbox"/> Decoration/Rehearsal
Day 6:	From _____ am/pm	To: _____ am/pm	<input type="checkbox"/> All Day	<input type="checkbox"/> Hire	<input type="checkbox"/> Decoration/Rehearsal
Day 7:	From _____ am/pm	To: _____ am/pm	<input type="checkbox"/> All Day	<input type="checkbox"/> Hire	<input type="checkbox"/> Decoration/Rehearsal

### DECLARATION AND SIGNATURE

I, the applicant, declare that I have read and understood the 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: / /

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

Receipt Number:	Payment:	CSO Initials:
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### 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 (including lighting equipment) and indemnifies Council against any loss, damage or liability from such use.

<b>DECORATION:</b>
The hirer shall not decorate the main hall, river room or foyer unless permission is first obtained from the Council, but in no case shall the walls be used for decoration purposes. The hirer shall not cause any nails, tacks, adhesives, or other articles to be driven on the floor, walls or ceilings. Provision has been made for decoration, with only the hooks provided to be used. The hirer shall, immediately after the function remove all decorations from the area/s to the satisfaction of the Council.
<b>SMOKING:</b>
Prohibited in all areas of the GWCCC.
<b>DAMAGES:</b>
During their use the hirer shall be liable to repair/replace any damage to the grounds, buildings, furniture, plant, machinery and 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 the Goondiwindi Regional Civic Centre, 100 Marshall Street, shall be available for collection on the last working day preceding the hire date. Office hours are Monday – Friday 8:30am to 4:30pm and Saturday 9:00am to 1:00pm. The Hirer must return the key(s) issued for the GWCCC to the Goondiwindi Regional Council Civic Centre by 10:00am on the next working day following the day of hire of the Centre. However, Council will allow until 10:00am on the second working day following hire for the return of the key without penalty. If the key is not returned as outlined above a "Late Return Fee" may apply, and will be deducted from the bond. The late return fees appear on the tag issued with the hire key.
<b>USE OF NON-HIRED ROOMS:</b>
If any rooms(s), other than those hired, are used or require cleaning the relevant hire charge for such room(s) shall be deducted from bond monies held, or an account forwarded to the hirer.
<b>RETURN OF COMPLETED FORM (WITH DEPOSIT):</b>
A booking is considered to be tentative or proposed prior to receipt of a completed application form and payment of deposit. A completed application form and deposit must be received by Council within seven (7) days of making a tentative or proposed booking, if not received the booking will lapse and GWCCC may be hired to another applicant.
<b>CANCELLATION OF BOOKING:</b>
If cancellation of a booking is made less than fourteen (14) days prior to the proposed use of the GWCCC, Council may retain payment of the full hire fees.
<b>GWCCC LAWN AREA:</b>
The Hirer must contact Cultural Centre Attendant, Jim Raymond, on 0407 747 208 prior to hire dates to confirm access and use of the lawn area on the western/southern sides of the GWCCC. Only emergency vehicles are authorized to access this area without prior arrangements.
<b>SECURITY/LOCK UP OF CENTRE:</b>
The Centre is fitted with a security alarm system. If you are entering or leaving the premises outside work hours please ensure that you read and follow the instructions carefully. If the alarm is activated the premises will be attended by the security service, and a "Call Out" fee will be charged. The cost of the Call out fee will be the responsibility of the hirer. This will include situations where the key is given to a third party to deliver goods, clean the premises, etc.
<b>PUBLIC LIABILITY INSURANCE:</b>
Council has Public Liability Insurance for Council owned facilities, which extends to <b>ad hoc casual hirers</b> . A casual hirer is defined as an individual or a group, whilst using a Council facility, where the individual or group is: <ul style="list-style-type: none"> <li>• Non-commercial</li> <li>• Not incorporated</li> <li>• Not involved in high risk sports, and</li> <li>• Hires a council facility no more than 12 day times year.</li> </ul> <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. Where the proposed hire / activities conducted are not covered by the ad hoc casual hirer's liability insurance the applicant (hirer) must have Public Liability Insurance in place to cover their occupancy of the premises, including the activities being conducted. Please attach a copy of the Certificate of Currency.</p> <p>All commercial businesses must have their own Public Liability Insurance as Council cannot provide cover to businesses.</p>
<b>FIRE SAFETY:</b>
The hirer acknowledges he/she will inform all the occupants of the fire safety procedure prior to the commencement of the function. In the event of fire or upon the smoke alarms activating <ol style="list-style-type: none"> <li>1. Occupants will leave the building with haste and gather at the designated assembly areas located at the front and rear of the building.</li> <li>2. Show/inform all occupants where emergency exits are located.</li> </ol>