

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 if we are required to by law.

Applicant Details			
Organisation Name:			
Contact Full Name:			
ABN Number:			
Address:			
Phone:	Home:	Business:	Mobile:
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 Classes <input type="checkbox"/> Other please specify:
Details: Number attending: Other Details:	<input type="checkbox"/> Licensed (Bond Required) <input type="checkbox"/> Unlicensed (Number to include all attendees including catering staff, band / dj, presenters, instructors): _____ _____

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	

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DATE/S REQUIRED (including decorations/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 |

Equipment Requirements

- Lectern
- Microphone
- Sound & Lighting Desk
- Chair/s : number of chairs _____
- Table/s : number of tables _____

Audio Visual Requirements – separate hire form & additional fees apply

- Projector Screen
- Laptop

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Declaration and Signature

I, the applicant, declare that I have read and understood the Goondiwindi Waggamba Community Cultural Centre (GWCCC) Hire Conditions and General Information.

As hirer I acknowledge that I am responsible for ensuring that I comply with the State Government's rules in relation to Covid-19 which will include items such as providing sanitiser, contact tracing, social distancing, regular cleaning of surfaces including all equipment used prior to vacating the premises, etc, and further where necessary I will develop a Covid Safe Checklist or Plan and provide a copy to Council.

I 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 - Application Status

<input type="checkbox"/> Approved	<input type="checkbox"/> Declined	
Reason for declining:		
Goondiwindi Regional Council – Authorising Officer		
Name:	Signature:	Date: / /

OFFICE USE ONLY

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.

DECORATION: 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.

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, Plant, Machinery and 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 the Goondiwindi Regional Council Civic Centre at 100 Marshall Street, shall be available for collection on the last working day proceeding the hire date. Office hours are 9.00am to 5:00pm.

RETURN OF KEY: The Hirer acknowledges that the key(s) issued for the Centre should be returned to the Goondiwindi Regional Council Civic Centre at 100 Marshall Street 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, or will be required to be paid prior to any subsequent hiring/use of the Centre. The late return fees appear on the tag issued with the hire key.

USE OF NON-HIRED ROOMS: If any room(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.

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 Cultural Centre may be hired to another user.

Contact details: Ph. (07) 4671 7400 Fax (07) 4671 7433 Email: mail@grc.qld.gov.au

CANCELLATION OF BOOKING: If cancellation of a booking is made less than fourteen (14) days prior to the proposed use of the centre, Council may retain payment of the full hire fees.

BOND - KITCHEN: Due to the unsatisfactory condition the kitchen is being left (unclean, untidy, dishwasher not unstacked, etc) an additional bond is required when the kitchen is hired.

SECURITY/LOCK UP OF CENTRE: 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.

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 prior to the commencement of the function.

IN THE EVENT OF FIRE OR UPON THE SMOKE ALARMS ACTIVATING

1. Occupants will leave the building with haste and gather at the designated assembly areas located at the front and rear of the building.
2. Show/Inform all occupants where EMERGENCY EXITS are located.

COVID-19 COMPLIANCE

The Hirer acknowledges that he/she is responsible for compliance with the State Government's rules in relation to Covid-19.