

VENUE HIRE BOOKING FORM

Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

Section 1 - Applicant details

Details of applicant.

Title: Mr Mrs Ms Miss Company

First name: Given name(s):

Last name:

Company name: ACN/ARBN:

Postal address:

Locality: State: Postcode:

Phone: Fax:

Mobile: Email:

Preferred method of correspondence: Mail Email

Section 2 - Booking Details

Details of Venue.

Name of Venue:

Date & Time of Hiring (from): (to):

Function Type: Social? Yes No

No of People attending: 20+ Attending? Yes No

Will there be an admission fee?: Yes No If Yes, how much?

Will you be serving meals?: Yes No If Yes, how will it be served? Sit Down/ Buffet

Will alcohol be consumed?: Yes No If Yes, licence provided to Council? Yes No

Will Kitchen facilities be used?: Yes No If Yes, please list?

Seasonal Hiring

Period of Hiring (from): (to):

Frequency of hire e.g. every week, once a month:

Section 3 - Security Deposit & Payment

Details of payment.

Total Hours:

Hire Charge:

Bond:

(If credit card imprint attached and insert CC instead of amount)

Total Payment:

Lodgement

Date, sign, and forward this application, with fee and required supporting documentation (if any), to Cook Shire Council. This application **MUST** be lodged with Council.

I acknowledge that I have read the Conditions of Venue Hire and undertake to be bound by and comply with these Conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with the Conditions.

I have inspected the venue and acknowledge it is clean, damage free and will be suitable for the intended use.

I understand that where bookings include alcohol consumption the police will be informed as to the date, time, and nature of my booking as a precautionary measure.

I indemnify the Cook Shire Council in accordance with the Conditions of Venue Hire, from any claim arising from any incident occurring in/at the venue nominated in the Booking Details during the hire period.

I agree to be responsible for the cleaning of, and any damages that occur during, the use of the venue. I agree to have costs associated with damage and cleaning deducted from the Security Bond (or Credit Card - form which an imprint will be taken) in the first instance and to be invoiced in the second instance.

I will ensure any/all noise associated with the bookings will cease at 11.30pm.

Signature:

Date:

You are providing personal information which will only be used for Council business activity specific to your enquiry, request, or application. Your personal information is managed in accordance with the *Information Privacy Act 2009*, will only be handled by persons authorised to do so and will not be disseminated unless you have given Council permission to do so or the disclosure is required by law.

All venues must be left swept and clean, with tables and chairs stacked tidily. Rubbish must be removed by the Hirer.

Venues must be locked with all windows secured and lights/fans turned off (after use). Lights and fans will not be left on between users.

Any damage will be assumed to be the responsibility of the last Hirer. Any damage evident upon arrival should be reported immediately by Council.

The Hirer is NOT permitted to attach anything to the ceiling or walls using screws, nails sticky tape or blu-tack.

Office Use Only

Bond Receipt No (GL 9991-5009-0006):
Hire Charge Receipt No (GL 2315-1000-000):
Management Approval of use (Large Bookings Only):