

VENUE HIRE BOOKING FORM - Ovals

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:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> 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:				<input type="checkbox"/> Mail	<input type="checkbox"/> Email	

Section 2 - Booking Details

Details of Oval.

Name of Oval:					
Date & Time of Hiring (from):			(to):		
No of Hours to be hired:					
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.

Ovals must be left clean and rubbish must be removed by the Hirer.

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

The Hirer must make sure that the Power Box, Fence and Toilet Block are locked at all times at the John Street Oval.

Fees and Charges - John Street Oval

\$8.00 per token 1 token = ½ hour use

\$100.00 key Deposit Bond for key

Exemptions to Fees and Charges may be requested through Council's Donation Program.

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):