

Application for Venue Hire Inglewood Civic 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:			
Position of Applicant within Organisation:			
Contact Full Name:			
Group Type:	<input type="checkbox"/> Business <input type="checkbox"/> Incorporated	<input type="checkbox"/> Commercial <input type="checkbox"/> High risk sports	<i>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.</i>
ABN Number:			
Address:			
Mobile:		Other Contact number:	
Email:			

DATES & TIMES REQUIRED FOR EVENT

(For Ongoing Bookings please skip this section and complete next section)

Date	From	To	If Whole Day, please tick	Purpose – e.g. Set-Up, Function, Rehearsal, Cleanup
	am/pm	am/pm	<input type="checkbox"/>	
	am/pm	am/pm	<input type="checkbox"/>	
	am/pm	am/pm	<input type="checkbox"/>	
	am/pm	am/pm	<input type="checkbox"/>	

ONGOING BOOKINGS

Starting Date			Finishing Date		
Day of Week	From	To	If Whole Day, please tick	Purpose – e.g. Martial Arts, Yoga	
	am/pm	am/pm	<input type="checkbox"/>		
	am/pm	am/pm	<input type="checkbox"/>		
	am/pm	am/pm	<input type="checkbox"/>		

AREAS REQUESTED

<input type="checkbox"/> Whole of Complex	<input type="checkbox"/> Foyer, Kitchen & Bar (without any other part of the complex)
<input type="checkbox"/> Hall & Stage (excluding kitchen)	<input type="checkbox"/> Cold Room only

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PROPOSED ACTIVITY / FUNCTION

<input type="checkbox"/> Martial Arts	<input type="checkbox"/> Birthday Party	<input type="checkbox"/> Other please specify:
<input type="checkbox"/> Yoga	<input type="checkbox"/> Meeting	
<input type="checkbox"/> Church Meeting	<input type="checkbox"/> Blue Light Disco	
<input type="checkbox"/> Wedding	<input type="checkbox"/> School Concert	
<input type="checkbox"/> School Presentation Night	<input type="checkbox"/> Seminar / Conference	
Number of People Attending: (numbers to include all attendees including catering staff, band / DJ, presenters, instructors)		

OTHER DETAILS

Is Council's light and/or sound equipment required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, which is required?	<input type="checkbox"/> Light	<input type="checkbox"/> Sound
Name of person responsible for light and/or sound system Note: only authorized, trained personnel are to operate the light and sound systems		
Will you be using the piano?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be using the kitchen facilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be using the gas stove?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be serving food?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how will it be served?	<input type="checkbox"/> Sit-down	<input type="checkbox"/> Buffet
Do you require use of Council's crockery & cutlery?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will alcohol be served/provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, Bond is required to be paid Please fill in bank details on next page for bond to be returned	
If so, has license been provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Note: The hirer is to notify the Police that alcohol will be consumed in the facility prior to the event.		

DECLARATION AND SIGNATURE

I, the applicant, declare that I have read and understood the Inglewood Civic Centre 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)	

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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:		
Goondiwindi Regional Council – Authorising Officer		
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 and indemnifies Council against any loss, damage or liability from such use.	
DECORATIONS:	The Hirer shall not decorate the Inglewood Civic Centre (ICC) unless permission is first obtained from the Goondiwindi Regional Council (Council). The hirer shall not cause any nails, tacks, adhesives, or other articles to be driven into the floor, walls or ceilings. No decorations are to be attached to any ceiling fans, light fixtures or curtains. 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 ICC.
CLEANING:	The hire charge of the ICC does not allow for any cleaning by staff. The Hirer is responsible for ensuring that the ICC is left in a clean and tidy condition. Should any cleaning be required, an invoice will be forwarded to the Hirer.
ALCOHOL	Alcohol is only to be consumed in the designated areas. Glass bottles are also prohibited, the use of cans is allowed. Bar to close & cease serving alcohol at midnight.
LIQUOR LICENCING	Any event held where alcohol is served/provided must seek Council approval and in some cases provide Council with a copy of license obtained.
VACATING THE PREMISESES	Premises must be vacated by 12:30am, failure to do so will alert Security Monitoring and the Hirer will be invoiced for the callout fee.
DAMAGES:	During their use, the Hirer shall be liable to repair/replace any damage to the grounds, buildings, furniture, equipment and fixtures and such damage cost shall be invoiced to the Hirer.
KEY:	The key, which will be issued at Council's Customer Service Office on the Corner of Albert and Elizabeth Streets, Inglewood, shall be available for collection on the last business day proceeding the hire date. Office hours are 8:30am to 4:30pm Monday to Friday, excluding public holidays and holiday closures.
RETURN OF KEY:	The Hirer acknowledges that the key(s) issued for the ICC should be returned to Council's Customer Service, Cnr Albert and Elizabeth Streets, Inglewood, on the next business day following the day of hire of the Centre. Late return fees may apply.
RETURN OF COMPLETED FORM (WITH DEPOSIT):	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, it not received the booking will lapse and Inglewood Civic Centre may be hired to another applicant.
CANCELLATION OF BOOKING:	If cancellation of a booking is made less than fourteen (14) days prior to the proposed use of the ICC, the Council may retain payment of the full hire fees.
PUBLIC LIABILITY INSURANCE:	<p>Council has Liability Insurance for Council owned facilities, which extends to ad hoc casual hirers. A casual hirer is defined as an individual or a group, whilst using a council facility, where the individual or group is:</p> <ul style="list-style-type: none"> • Non-commercial • Not incorporated • Not involved in high risk sports, and • Hires a council facility no more than 12 day times year. <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.</p> <p>Where the proposed hire / activities being conducted are not covered by the ad hoc casual hirers liability insurance the applicant (Hirer) must have Public Liability Insurance in place to cover their occupancy of the premises, including the activities being conducted.</p> <p>All commercial businesses must have their own cover as Council cannot provide cover to businesses.</p>

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FIRE SAFETY:	The Hirer acknowledges he/she will inform all the occupants of the fire safety procedure and show/inform all occupants where emergency exits and assembly area are located prior to the commencement of the function. Emergency Exits must not be obstructed. In the event of fire occupants will leave the building safely and with haste and gather at the designated assembly area.
GOVERNMENT COMPLIANCE	The Hirer acknowledges that he/she is responsible for compliance with the State Government's rules in relation to Covid-19.