

Application for Venue Hire of Portable Stage

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:			
Mobile:		ABN number:	
Email:			
Postal Address:			

PROPOSED ACTIVITY / FUNCTION

<input type="checkbox"/> Wedding Receptions, Dinner & Balls <input type="checkbox"/> Bands and Concerts <input type="checkbox"/> Sales / Auctions	<input type="checkbox"/> School Function <input type="checkbox"/> Community Event <input type="checkbox"/> Other Please Specify:
Number of Stage Pieces Required:	
Dates of Hire: <i>7 days Including collection and return to GWCCC</i>	

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 equipment, including ensuring that I comply with all federal, state or local legislation relevant to the activity that I wish to undertake.		
Name:	Signature:	Date: / /

OFFICE USE ONLY

Goondiwindi Regional Council – Authorising Officer			
Receipt Number:	Amount:	CSO Initials:	Date: / /

Application for Venue Hire of Portable Stage

General Information

<p>STAGE FURNITURE:</p> <p>The following information is provided to assist hirer's assessing their need for hire.</p> <ul style="list-style-type: none"> ○ 20 pieces of stage ○ Stage piece dimensions: 1m x 2m ○ Aluminium frame with thick ply top ○ 80 tall stage legs measuring 85cm with plastic screw on feet ○ 80 short stage legs measuring 36cm with metal base attached ○ Each piece has a rating of approx. 8 people. <p><i>Note: the stage legs allow for a small height adjustment by use of a wing nut bracket on the stage which the leg is inserted into.</i></p>
<p>COLLECTION / RETURN:</p> <p>Hirer is responsible for collecting and returning the stage furniture to / from the Goondiwindi Waggamba Community Cultural Centre within the approved hire dates. The following information is provided to assist with the collection / return:</p> <ul style="list-style-type: none"> ○ Key is provided for access to GWCCC, stage furniture and legs are in storeroom on eastern side of Main Hall. ○ A trolley is stored with the stage for easy of removal / return within centre to loading dock. ○ Minimum two man lift per piece, to reduce risk of strains and damage.

Hire Conditions

<p>DECORATION:</p> <p>The hirer shall not cause any nails, tacks, adhesives, or other articles to be driven on the floor or sides of the stage. The hirer shall, immediately after the function remove all decorations from the stage pieces to the satisfaction of the Council.</p>
<p>DAMAGES:</p> <p>Hirer is responsible for any damages incurred to the Goondiwindi Waggamba Community Cultural Centre during the collection or return of the stage furniture. The hirer shall be liable to repair/replace any damage to stage furniture and such damage cost shall be added to an account for the hire to pay.</p>
<p>HIRE FORM:</p> <p>A completed application form and payment must be received by Council within seven (7) days of making a tentative booking, if not received the booking will lapse and equipment may be hired to another applicant.</p>
<p>CANCELLATION OF BOOKING:</p> <p>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.</p>
<p>LIABILITY & INSURANCE:</p> <p>GRC make the stage available for hire, it is the hirer's responsibility to ensure that insurance is in place to cover the handling, collection / return, transportation and use of the stage furniture for the duration of the hire.</p>