

APPLICATION



Cobram Civic Centre – Booking Form

APPLICANT DETAILS

Applicant name:			
Organisation:			
Contact phone number:			
Email address:			
Postal address:			
Classification:	Incorporated Assoc. <input type="checkbox"/>	Not-for-Profit <input type="checkbox"/>	Registered Charity <input type="checkbox"/>
	Casual Hirer <input type="checkbox"/>	Registered Business <input type="checkbox"/> <i>commercial fees apply</i>	
ABN or ACN			

EVENT DETAILS

Description of Event:	
No. of expected attendees:	<i>Please refer to the capacity information below.</i>
NOTE: Cobram Civic Centre has maximum capacity limit of 450 persons.	

CLASSIFICATION

Not-for-profit organisations are organisations that provide services to the community and do not operate to make a profit for its members (or shareholders, if applicable). A few examples are childcare centres, art centres, neighbourhood associations, medical centres and sports clubs. All profits must go back into the services the organisation provides.

An **incorporated association** is a registered legal entity usually established for recreational, cultural or charitable purposes. It must have at least five members and all profits are put back into the association's activities.

A **registered charity** is an organization established and operated for charitable purposes and must devote its resources to charitable activities. They must also be registered with the Australian Charities and Not-For-Profit Commission.

Casual Hirer is any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a council facility for non-commercial or non-profit making purposes.



SCHEDULE OF HIRE FEES

The following hire fees are effective for the 2025/2026 financial year and are subject to change on the 1 July each year.

In accordance with Council's Revenue Collection and Hardship Policy, fees will not be waived or reduced unless this is the subject of a Council approved policy, resolution or this authority is delegated to a Council officer.

Council has provided discounted fees and charges for community and not-for-profit organisations in certain circumstances to support community focused outcomes at a reduced cost.

DEPOSIT

The deposit is required to secure the booking and is not refunded if the booking is cancelled. The deposit amount will be deducted from the total hire cost if the booking is confirmed.

PAYMENT OF HIRE FEES AND BONDS

The hire fees and bond must be paid PRIOR to your event. Council will provide an invoice of the fees.

Facility / Description	Hourly Rate (1hr)		½ Day (4 hrs)		Full Day (8 hrs)		Max Fee (12+ hrs)	
	Community	Commercial	Community	Commercial	Community	Commercial	Community	Commercial
Main Hall (includes stage, foyer & kiosk)	\$34.10	\$68.00	\$113.70	\$227.20	\$227.40	\$454.65	\$341.10	\$681.95
Council Chambers	\$33.10	\$68.00	\$113.70	\$227.20	\$227.40	\$454.65	\$341.10	\$681.95
Commercial Kitchen	\$20.50	\$40.80	\$69.30	\$138.40	\$139.85	\$279.45	\$204.55	\$409.10
Rehearsals	\$13.60	\$27.10	Main hall area only. Maximum 4 hours.					
SET UP/CLEANING	Community	Commercial	Community	Commercial	Community	Commercial		
Set Up <i>by Hirer</i>			\$54.10	\$113.50	\$108.30	\$227.20		
Set Up/Pack Down <i>by Council</i>	\$54.10	\$113.50	<u>Monday to Friday.</u> Tables & chairs only. Minimum 1 hour. <i>Any further time required for set up/pack up will be deducted from bond.</i>					
Set Up/Pack Down <i>by Council</i>	\$79.00	\$165.90	<u>Saturday and Sunday.</u> Tables & chairs only. Minimum 1 hour. <i>Any further time required for set up/pack up will be deducted from bond.</i>					
Cleaning performed <i>by Council</i>	\$54.10	\$113.50	<u>Monday to Friday.</u> Minimum 2 hours. <i>Any further time required for cleaning will be deducted from bond.</i>					
Cleaning performed <i>by Council</i>	\$79.00	\$165.90	<u>Saturday and Sunday.</u> Minimum 2 hours. <i>Any further time required for cleaning will be deducted from bond.</i>					
ITEMS	Community	Commercial						
PA System Hire	\$61.00	\$124.85	Per function. <i>Additional Bond amount applies.</i>					
Tables	Free	\$1.00	Fee per table per day of hire. 40 round trestle tables available					
Chairs	Free	Free	Approximately 430 chairs available.					
DEPOSITS & REFUNDABLE BONDS								
Booking Deposit		\$50.00	Per booking (nonrefundable and deducted from total hire fee).					
Key Deposit		\$50.00	Additional Key Agreement to be signed at time of collection.					
Main Hall		\$250.00	Including Stage, Foyer and Kiosk					
Council Chambers		\$250.00						
Commercial Kitchen		\$250.00						
More than One Area		\$400.00	<i>i.e Main Hall and Commercial Kitchen OR All areas hired</i>					
PA System		\$100.00						

BOOKING DETAILS



Please indicate the booking details in the table below.
Additional use can be detailed in the table on page 4 such as rehearsals.

DESCRIPTION	START DATE	END DATE	TIME		HOURS	FEE
			FROM	TO		
Set Up	___/___/___	___/___/___				\$
Main Hall <input type="checkbox"/> Stage <input type="checkbox"/> Portable Stairs <input type="checkbox"/> Kiosk	___/___/___	___/___/___				\$
	___/___/___	___/___/___				\$
	___/___/___	___/___/___				\$
Council Chambers	___/___/___	___/___/___				\$
Commercial Kitchen	___/___/___	___/___/___				\$
Additional Hire Dates and Times (refer to page 4)						\$

ITEM	✓	DESCRIPTION	NO.	DAYS	FEE
Tables and Chairs	<input type="checkbox"/>	40 Round trestle tables			\$
	<input type="checkbox"/>	430 black chairs			\$0.00
PA System	<input type="checkbox"/>	2 wireless microphones and CD Player (main hall only)			\$
Set Up by Hirer	<input type="checkbox"/>	Set up/Set down by Hirer			\$0.00
Cleaning by Hirer	<input type="checkbox"/>	<input type="checkbox"/> Day of the Event <input type="checkbox"/> Same Day <input type="checkbox"/> Next Day From _____am/pm to _____am/pm			\$0.00
Set Up by Council	<input type="checkbox"/>	Minimum 1 hour. Any further time for set up/set down will be deducted from bond.			\$
Cleaning by Council	<input type="checkbox"/>	Minimum 2 hours. (refer to fee schedule on Page 2) Any further time required for cleaning will be deducted from bond.			\$
Deposit Paid	<input type="checkbox"/>	Receipt # _____ Paid ___/___/___		TOTAL	\$

ADDITIONAL HIRING DETAILS

[illegible]

RETURN OF BOND



The refundable bond and key deposit will be returned to the hirer after completion of an inspection by Council.

The refund will be deposited directly into the applicants' nominated bank account.

Please provide the following information:

Name of Bank:			
BSB:		Account No:	
Name of Account:			
AUTHORISATION			
Print Name:		Signed:	

Alternatively, you can have the refund made by cheque in the name of the applicant and posted to the address on this application form.

PERMITS THAT MAY BE REQUIRED FOR YOUR EVENT

ARE YOU CONDUCTING A FUNDRAISER OR SELLING RAFFLE TICKETS?

Yes ☐ No ☐

If you are conducting a public fundraiser or raffle a permit must be obtained from the Victorian Commission for Gambling Regulation.

(No permit required if prize value is under \$5,000)

Approval for fundraising activities must be obtained from Consumer Affairs Victoria. Ph:1300 558 181 or www.consumer.vic.gov.au

IS CONSUMPTION OF ALCOHOL INVOLVED?

Yes ☐ No ☐

If Yes, Council requires a copy of your liquor licence.

Please visit the Victorian Commission for Gambling and Liquor Consumption website at www.vcglr.vic.gov.au for more information.

WILL FOOD BE PREPARED ON SITE OR SOLD AT THE EVENT?

Yes ☐ No ☐

If you are selling food or providing food as part of an entry fee you are required to be registered under the Food Act and provide a copy of your registration or a Statement of Trade 5 working days prior to your event.

Please visit <https://streatrader.health.vic.gov.au/>

PUBLIC LIABILITY INSURANCE



All Hirers must have Public Liability Insurance to hire the Cobram Civic Centre

Do you have Public Liability Insurance for this event? Yes ☐ No ☐

If 'Yes', please provide evidence (Certificate of Currency) and complete the following details:

Name of Insurance Company: _____

Policy Number: _____ Amount of Cover: _____

Expiry Date: _____

If you do not have public liability insurance cover, cover may be provided by Council's Community Support Policy to individuals and community groups subject to conditions and exclusions following.

Do you want to register under Council's Casual Hirer's Public Liability Insurance for this Event? Yes ☐ No ☐

Does your event include any of the following activities?

A Fete or Market	Yes <input type="checkbox"/>	No <input type="checkbox"/>
A Sporting Activity	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there to be an admission charge?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are goods available for sale?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you ticked 'Yes' to any of the above activities, insurance is NOT available under Councils' Community Support Policy. Please read the following information regarding insurance.

IMPORTANT NOTES ABOUT INSURANCE

1. You must provide evidence of adequate insurance coverage in order to conduct your event on Council managed property.
2. As the event organiser, it is your responsibility to ensure that your event is properly insured. Council accepts no responsibility for your failure to properly insure your event and you should consult with your insurer to confirm whether or not adequate insurance cover is provided for your event.
3. Completion of this form does not guarantee coverage under Council's Community Insurance Policy. Coverage is determined by the insurance company in the event of a claim. Council does not guarantee insurance coverage in the event of any incident or claim.
4. The following lists of activities are excluded from Councils' Community Support Policy. Event organisers must determine and arrange their own insurance for these matters as required. This list does not contain all of the conditions or exclusions to Councils' Community Support Policy.

EXCLUSIONS

Claims relating to the following activities are excluded from Councils' Community Support Policy:

Child minding and childcare services / Sporting activities / Products Liability for children's toys / Festivals / Markets / Music Concerts / Events where an admission fee is charged / Entertainers and performers / Grandstands / Sub Contractors / Security Personnel / Child Molestation / Terrorism / Electronic data / Fireworks / Amusements (includes children's rides, animal rides, jumping castles etc).

CONDITIONS OF HIRE

1. Approval of hire

The facility is to be used for the purpose outlined in the application. A booking is not confirmed until you have received a booking confirmation. Council reserves the right to refuse any application for hire at its discretion.

2. Statutory requirements and regulations

Hirers must comply with all relevant local laws, regulations and legislation, including any Public Health Directions that are current at the time. Hirers must obtain and comply with any permits and licenses required.

3. Public Liability

All hirers must have public liability insurance to hire the Hall. The Hirer is required to provide written evidence of their public liability insurance or indicate whether they wish to use Councils' Community Support Policy (Page 6). The hirer agrees to indemnify Council against all claims and associated costs in relation to the event.

4. Facility Access

Access to the venue is restricted to the times booked. Accessing the venue before the time indicated on the application form or remaining in the venue for longer than the agreed time will result in additional hire fees. Keys will be provided only after payment of the key deposit and their release is subject to an additional Key Agreement, to be signed at time of collection.

5. Toilets

Please note that the toilets in the foyer are shared with the Library during the opening times of that public facility.

6. Tables and Chairs

If tables and chairs are hired, hirers are required to move, set up, clean and return tables and chairs to the storage room. An hourly fee will apply if the hirer requests Council to handle the tables and chairs.

7. Set Up

Hirers are required to set up for their own event. Set up arrangements are to be made at the time of booking and should be conducted on the day of the event, or the day prior, subject to other bookings. Council may determine the exact time of set up with consideration to other bookings.

8. Smoking

Smoking (including e-cigarettes and vaping) is **NOT PERMITTED** within any section of the Cobram Civic Centre.

9. Property Damage

The Hirer will be held responsible for the costs to repair any damage resulting from the hire of the venue. Costs will be deducted from the Bond and the Hirer will be invoiced for any amount in excess of the Bond. The hirer acknowledges that some damage may not be immediately evident and agrees to rectify damage if requested to do so.

10. Bond

Council may make a deduction from the bond to cover any expenses arising from the Hirer's use of the venue (including, but not limited to, change of bookings and cancellations by the Hirer, damage to the venue, site restoration or excessive cleaning requirements as a result of the Hirer's use or occupying the venue beyond the hire end time).

11. Cleaning

The Hirer shall clean the hired areas by 8.00am the following business day, including the toilets, to the same standard as when their hire commenced. All rubbish is to be removed by the hirer and deposited in the bins provided. If Council considers that any area has not been left in a suitable condition resulting from the hire, cleaning costs may be deducted from the Bond. **There is no hiring fee for the time required to clean the hired area by the applicant. The hired area includes the foyer, toilets, external verandah and surrounds.**

12. Cancellation

Council reserves the right to cancel a booking if the Hirer fails to provide the required payments, insurances, permits or documentation.

I declare that I have read and fully understand this application and agree to comply with and be bound by the terms and conditions contained herein relating to the hire of the Cobram Civic Centre.

Name: _____ Signature: _____ Date: _____

Collection Notice

Council is collecting the personal information on this form for the administration of application for hire of this venue by the Customer Experience Team. The information collected will be used for the purpose it was collected and/or a directly related purpose. If you do not provide the information required, we may not be able to process your application. Information collected may be disclosed if required by legislation.

You can find out more about how we use and protect your information by viewing our Privacy Policy on our website www.moirā.vic.gov.au.