

APPLICATION



Numurkah Service 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>Max Capacity Limit of 450 persons (See Below)</i>

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 2019/2020 financial year and are subject to change on the 1st July each year.

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
Presidents Room (including kitchen)	\$20.00	\$40.00	\$60.00	\$120.00	\$100.00	\$200.00	\$150.00	\$300.00
Council Chambers (including kitchen)	\$15.00	\$30.00	\$40.00	\$80.00	\$80.00	\$160.00	\$120.00	\$240.00
Presidents Room & Council Chambers (including kitchen)	\$30.00	\$60.00	\$100.00	\$200.00	\$180.00	\$360.00	\$220.00	\$440.00
Set Up	NA		\$50.00	\$100.00	\$100.00	\$200.00	NA	
Cleaning performed by Council	\$50.00	\$100.00	Before or after an event, per hour or part hour, per person.					
DEPOSIT & REFUNDABLE BOND								
Key Deposit	\$50.00							
Presidents Room	\$100.00							
Council Chambers	\$100.00							
All Areas	\$150.00							

EXAMPLE OF HIRE FEE CALCULATION

Example 1:

Presidents Room required for an event for 5 hours with additional 2 hours needed prior for set up. Clean up to follow event.

Set up fee \$50.00. Hire Fee (4hrs) \$60.00 + 1 hour (1hr) \$20.00 = \$130.00. Tables & Chairs \$0.00. Total Fees: \$130.00 + \$100 Bond + \$50 key deposit = **\$280.00**

No charge for time taken for the hirer to clean up following the event.

BOOKING DETAILS

Please indicate the booking details in the table below.
 Additional use can be detailed in the table on page 3 such as regular events.

DESCRIPTION	DATES	TIME		HOURS	FEE
		FROM	TO		
PRESIDENTS ROOM <input type="checkbox"/> Use of Kitchen	___/___/___				\$
	___/___/___				\$
	___/___/___				\$
	___/___/___				\$
COUNCIL CHAMBERS <input type="checkbox"/> Use of Kitchen	___/___/___				\$
	___/___/___				\$
	___/___/___				\$
	___/___/___				\$
BOTH AREAS Presidents Room & Council Chambers <input type="checkbox"/> Use of Kitchen	___/___/___				\$
	___/___/___				\$
	___/___/___				\$
	___/___/___				\$
Additional hire dates and times (refer to page 3)					\$
Chairs	<input type="checkbox"/>	60 chairs available		#	No Fee

OFFICE USE ONLY

Date Paid ___/___/___	Receipt # _____	Refundable Bond	\$
Date Paid ___/___/___	Receipt # _____	Key Deposit	\$50.00
Date Paid ___/___/___	Receipt # _____	TOTAL AMOUNT OWING	\$

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 Casual Hirer's Policy 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 No

A Sporting Activity Yes No

Is there to be an admission charge? Yes No

Are goods available for sale? Yes No

If you ticked 'Yes' to any of the above activities, insurance is NOT available under Councils' Casual Hirer's policy. Please read the following information regarding insurance.

IMPORTANT NOTES ABOUT INSURANCE

1. Completion of this form does not guarantee coverage. 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.
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. You must provide evidence of adequate insurance coverage in order to conduct your event on Council managed property.
4. The following lists of activities are excluded from Council's Community Insurance 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 the Council's Casual Hirer's Insurance Policy.

EXCLUSIONS

Claims relating to the following activities are excluded from the Council's Casual Hirer's insurance policy:

Child minding and child care 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).

RETURN OF BOND

The refundable bond and key deposit will be returned to the hirer after completion of the Cleaner's Report.

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.

CONDITIONS OF HIRE

Access

Access to the venue will not be granted until payment of the Bond. For after-hours hire, keys can be collected from the Numurkah Visitor Information Centre during business hours and must be returned by 12noon on the next business day following use of the facility.

Cleaning

The facilities used must be left in a clean and tidy condition. All rubbish is to be removed and placed in the bins provided. Cleaning equipment is available in the kitchen including a vacuum cleaner and broom. 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.

Tables and Chairs

60 chairs are available and hirers are required to move, set up, clean and return tables and chairs to the storage area after use of the facility.

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.

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 Presidents Room and Council Chambers.

Name: _____ Signature: _____ Date: _____

Collection/Privacy Statement

Moirá Shire Council is collecting information on this form for the administration of application for hire of this venue. 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 Statement on our website www.moiravic.gov.au.