

Please print clearly in **BLOCK LETTERS** with a black pen. Please tick the appropriate boxes.

This form may be used to obtain a quote for the booking.

1 Hirer details

Name of hirer Full name / Organisation & Contact Name

Postal address Street or PO

Daytime contact details Phone Fax

Mobile Email

Conditions of hire signed (overleaf) Yes No Receipt/Invoice delivery method Post Email Fax

Invoice for hire required? Yes

2 Booking details

Hall Details Name of Hall

Booking date/s Date/s

Start/Finish Time/s

Event type

Not-for-profit/Community event
 If ticked: Is your organisation a registered not-for-profit organisation? Yes No
 Is your event a charitable fundraiser? Yes No

Commercial/registered clubs/incorporated body
 If ticked: You must provide a copy of your \$20 million public liability insurance

Party/celebration
 If ticked: Will there be alcohol at the event? Yes No
 Will you be supplying alcohol Yes No
 (If yes, servers must hold a current Responsible Service of Alcohol certificate)

Will you be selling alcohol? Yes No
 (If yes: you must provide a copy of your appropriate liquor licence from the Office of Liquor, Gaming and Racing).
 If you ticked yes to any of the above, you are responsible for notifying the police at least 72 hours of your event on: www.mynite.com.au.

Will you be providing security? Yes No
 If yes, please name the security company being used

Upon assessing your booking, the booking officer may require security in your requirements for hire.

Booking/hire requirements (incl. use of urn/heating/etc)

3 Quote for booking (booking officer to complete)

Hire fees **Bond** **Total**

Is security required for this booking? Yes No

Name of Booking Officer **Contact details**

4 Post-hire inspection outcome (committee to complete)

Inspected by **Date** **Phone**

Bond to return **Bond to forfeit (inc. GST)**

Forfeit reason

If the bond is to be forfeited in full or in part, it must be returned to Council.

CONDITIONS OF HIRE

All bookings are at the discretion of the committee. Bookings are subject to the fees and charges, including any cancellation fees, as published in the Bega Valley Shire Council schedule of fees and charges available at http://begavalley.nsw.gov.au/Your_Council/Fees/Fees.htm

The committee or Bega Valley Shire Council reserves the right to cancel any booking. If this action is taken, the committee and Bega Valley Shire Council will not be liable for any loss or damage resulting from the cancellation.

The hirer is responsible for maintaining good order while your group uses the hall. The level of noise must not inconvenience surrounding residents and maximum occupancy numbers must not be exceeded.

Any bond held will be refunded if the venue is left in a satisfactory condition. If there is any damage or cleaning required, part or your entire bond will be forfeited to cover these costs.

The venue must be left cleaned after use and ready for the next hire. Tables, chairs and other equipment must be cleaned before being put away. On departure, you must make sure you lock the windows and doors and turn off all the lights (except for emergency exit lights) and appliances. Keys must be returned immediately after use, or as otherwise arranged with the committee.

Smoking is not allowed inside or within 10 metres of any Council building.

Alcohol is only permitted at the venue under the conditions listed on the booking form. Any sale of alcohol at the venue is only permitted if all relevant approvals from Council, the NSW Office of Liquor Gaming and Racing and the NSW Police are sighted by the committee prior to confirming the booking.

All registered clubs, incorporated organisations or commercial enterprises hiring Council facilities must provide a copy of their Certificate of Insurance for Public Liability.

All other hire conditions, as provided by the committee at the time of confirmation of the booking must be followed by the hirer at all times.

HIRE AGREEMENT

I, _____ certify that I am 18 years or over and have read and agree to be bound by the requirements above and as provided by the committee at the time of confirmation of booking and agree to tender hire charges in full.

Signed: _____ Date: _____

*Thank-you for your booking.
The community appreciates your efforts in looking after this valuable community asset.*