

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 <input checked="" type="checkbox"/>	Street or PO			
Daytime contact details	Phone		Fax	
	Mobile		Email	
Conditions of hire signed (overleaf)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Receipt/Invoice delivery method	<input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Fax	
Invoice for hire required?	<input type="checkbox"/> Yes			

2 Booking details

Hall Details	Name of Hall			
Booking date/s	Date/s			
	Start/Finish Time/s			
Event type	<input type="checkbox"/> Not-for-profit/Community event			
	If ticked: Is your organisation a registered not-for-profit organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Is your event a charitable fundraiser?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Commercial/registered clubs/incorporated body			
	If ticked: You must provide a copy of your \$20 million public liability insurance			
	<input type="checkbox"/> Party/celebration			
	If ticked: Will there be alcohol at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you be supplying alcohol (If yes, servers must hold a current Responsible Service of Alcohol certificate)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Will you be selling alcohol? (If yes: you must provide a copy of your appropriate liquor licence from the Office of Liquor, Gaming and Racing).	<input type="checkbox"/> Yes <input type="checkbox"/> No			
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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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)

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3 Quote for booking (booking officer to complete)

Hire fees		Bond		Total	
Is security required for this booking? <input type="checkbox"/> Yes <input type="checkbox"/> 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.*