



COO-EE HERITAGE CENTRE VENUE BOOKING REQUEST FORM

NAME:		PHONE NO:	
ORGANISATION:			
ADDRESS:			
PURPOSE/NATURE OF EVENT:			
Casual Hire of Joy Trudgett Meeting Room			
DATE OF EVENT:		NO. ATTENDING:	
TIME REQUIRED:	From	am/pm to	am/pm
PREP TIME:	days	DATE/S:	From am/pm to am/pm
Regular Hire of Joy Trudgett Meeting Room			
DAYS/DATES REQUIRED:			
TIME REQUIRED:	From	am/pm to	am/pm
Additional Information Required			
Will alcohol be available for sale at the function?			YES / NO
If yes , have you obtained the appropriate liquor licence/s?			YES / NO
If yes, please note the local Police must be advised prior to the event being held and a copy of the Liquor Licence must be provided to Council before the keys are issued to you.			
If no , will alcohol be on the premises during the function?			YES / NO
Insurances			
Incorporated bodies, sporting clubs, associations of any kind or profit making/commercial activities will be required to have a current Public Liability policy. Cover must be for a minimum of \$10 million, must be in the name of the hirer and must be sighted prior to any confirmation of a booking.			

Joy Trudgett Meeting Room	Commercial Rate
	\$50 half day \$100 full day
TOTAL	\$

Full Venue Hire Charge (Galleries & Deck)	\$200 half day \$400 full day \$150 per preparation day
TOTAL	\$

Deck Only Hire Charge	\$200 per day
TOTAL	\$

Bonds (includes a \$50 key deposit where applicable)	\$880 Cleaning/Security Bond with Alcohol (Private function) \$550 Cleaning/Security Bond with Alcohol (Public function) \$220 Cleaning/Security Bond Alcohol Free
TOTAL	\$

I,		(full name of hiree/authorised person)	
acknowledge that I have read and understood the terms and conditions of Shire Venue hire			
Signed:		Date:	

If you would like Council to assist in promotions of your event, please detail information below.

Office Use

I,		(full name of hirer/authorised person)	
acknowledge that I approval has been given for hiring of this facility, as outlined above			
Signed:		Date:	

COO-EE HERITAGE CENTRE – TERMS AND CONDITIONS OF HIRE

1. The facility is to be used only for the time and purpose specified.
2. Hirers are required to familiarise themselves with evacuation plans (displayed at various locations throughout the venue) and location of fire extinguishers/hose reel/emergency exits in the event of an incident or emergency.
3. All exits are to be kept clear at all times.
4. Smoking in the building is prohibited.
5. Liquor cannot be sold without a liquor licence and approval from Council. Council requires a copy of the liquor licence prior to the function.
6. The hirer will be responsible for the good conduct and order of patrons attending the function.
7. Any damage to the building or breakages are to be reported to Council as soon as possible after the function.
8. Council will allow users to secure decorations along the walls but are not to be secured with any product likely to deface any surface, without prior authority.
9. All props and/or decorations are to be fire safe.
10. Any lighting effects (including candles), cinematographic film or exhibition must be approved by Council in order to comply with current fire regulations and rules of Council's insurers.
11. The hirer will be responsible for the cost of any damages to any part of the building, furniture or fittings.
12. Council officers reserve the right of entry at any time to ensure compliance with the regulations.
13. Council, its officers and venues will not be responsible or liable in the case of loss or damage of personal property of persons using the premises.
14. The building is to be secured at the conclusion of the function.
15. It is the hirer's responsibility to advise all function staff and function patrons of the above conditions.

CLEAN UP AFTER FUNCTION

1. Dispose of general rubbish into the garbage bins provided, located at the rear of the building.
2. Ensure floor surfaces are swept and tidy.
3. Turn off any electrical appliances. Please leave benches and floor area in a clean and tidy state.
4. Toilets – check that the taps are turned off, toilets have been flushed and leave in a clean and sanitary state.
5. Ensure all lights, air conditioning, heaters and fans are turned off and all doors and windows are locked.
6. Return all keys to Council's Administration Office or alternatively place keys through mail slot near front door of the Administration Office.

OFFICE USE ONLY					Staff initials
VENUE HIRE:	\$	DATE PAID:		RECEIPT NO:	
LIQUOR LICENCE REQUIRED	YES / NO	COPY OF LIQUOR LICENCE PROVIDED:			
COPY OF INSURANCE REQUIRED	YES / NO	COPY OF INSURANCE PROVIDED:			
			Income Job No:		