



Hall Hire Booking Application Form

Return completed form and attachments to the Mailbox outside NAC Community Centre or email to: thegees.nac@gmail.com

I/We:			
On behalf of <i>(organisation if applicable)</i>			
Postal address			
			Postcode
Contact person			
Phone number <i>Home</i>		<i>Work / Mobile</i>	
Email			
Hall being hired			
Type of function		Additional facilities Tables <input type="checkbox"/>	
Day / Date		Chairs <input type="checkbox"/> Stage <input type="checkbox"/>	
Time Start		Time finish	
ADDITIONAL INFORMATION REQUIRED			
Max. number of adults attending		Max. number of children attending	
Will alcohol be consumed at the function? <i>(please circle)</i>		Yes	No
Will alcohol be available for sale during the function? <i>(please circle)</i>		Yes	No
Will you bring additional equipment into the facility? <i>(please circle)</i> <i>(e.g. live music/jukebox, jumping castle etc). If YES, please provide details below</i>		Yes	No
PUBLIC LIABILITY INSURANCE			
Are you a sporting body, club association, corporation, or associated body? <i>(please circle)</i>		Yes	No
Are you hiring the venue for commercial or profit-making purposes? <i>(please circle)</i>		Yes	No
Will you hire a Council venue 12 or more times this year? <i>(please circle)</i>		Yes	No
If you answered YES to <u>any</u> of the above questions, you will be required to provide your own Public Liability Insurance min. \$20million (please attach a copy to this application). Note: if seeking help in this regard, try <u>Not for Profit Local Community Insurance – LCIS Community Group Risk Management (not for profit).</u>			

I have read and understood the Hall Hire Terms and Conditions in their entirety and acknowledge that all the information provided is true and accurate. Where I am acting on behalf of an organization, I confirm that I have authority to sign this Agreement on behalf of the organization. I understand that I must be present at all times during the function to supervise and will be held accountable for any and all damages which are in excess of the hiring bond.

Signed _____ Driving License No. _____ Dated / /

PRIVACY STATEMENT

This information is required to process your request and will not be used for any other purpose without seeking your consent, or as required by law. Your application will be retained in Council's Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting Council.

OFFICE USE ONLY				
Hire Fee <i>(incl GST)</i>	Use of Kitchen, glasses, cutlery and crockery <i>(non-refundable)</i>	Bond (Incl GST) \$100 if < 50 attendees, \$200 if > 50 & up to 100 attendees <i>(refundable - see terms and conditions)</i>	Key Deposit <i>(refundable - see terms and conditions)</i>	Total charges
\$	\$60 = <50 attendees \$120 = >100 attendees	\$ Hall checked / / Refund granted / / Bond retained / /	\$ Key returned / / Refund processed / /	\$
Receipt details				
Date / /		Amount Paid \$	Signed	
Receipt No.		Amount remaining \$	Print Name	
Paid by <i>(please circle)</i>		CASH CREDIT CARD DIRECT DEPOSIT	CHEQUE NO.	
Direct deposit details				