

2019/2020
Council Venue Booking Form

I, Date

on behalf of

address

phone

email **THIS FORM HAS 3 PAGES**

would like to book the following venue

- | | |
|---|--|
| <input type="checkbox"/> Baradine Hall - Nea Worrell - 0458186838 | <input type="checkbox"/> Dunedoo Hall |
| <input type="checkbox"/> Binnaway Hall - Binnaway Rural Supplies - 68441711 | <input type="checkbox"/> Dunedoo former Bank Manager's Office |
| <input type="checkbox"/> Coolah Admin Building Meeting Room | <input type="checkbox"/> Dunedoo former Bank Garden Meeting Room |
| <input type="checkbox"/> Coonabarabran Hall | <input type="checkbox"/> Mendooran Hall - Mendooran Post Office - 68861239 |
| <input type="checkbox"/> Coonabarabran Sport And Rec / Drop In Centre | <input type="checkbox"/> Mendooran Community Centre Interview Room |
| <input type="checkbox"/> Coonabarabran Children Services Meeting Room | <input type="checkbox"/> Mendooran Community Centre Specialist Rooms |
| <input type="checkbox"/> Coonabarabran Community Services Meeting Room | <input type="checkbox"/> Purlewaugh Hall |

Function

| activity eg: set up / function / clean up | date | time required |
|---|------|---------------|
| | | |
| | | |

base charges

please tick

✓

| | | |
|--|--------|---------|
| BOOKING FEE - for all halls non refundable | 52.00 | |
| ADMINISTRATION - fee waived with proof of \$20 million public liability insurance | 170.00 | |
| BOND, DAMAGES, BREAKAGES - reimbursed if hall is left in same condition as hired | 544.00 | |
| REPLACEMENT AND REPAIRS | | at cost |

venue charges

please tick

✓

| | | |
|--|----------------------------|-------|
| BINNAWAY MEMORIAL HALL | | |
| Whole complex | 88.00 | |
| Local community not-for-profit groups (if no cleaning required)* | 24.00 | |
| COONABARABRAN TOWN HALL | | |
| Whole Complex | 277.00 | |
| Main Hall only | 205.00 | |
| Supper Room or Courtyard only | 99.00 | |
| Kitchen only | 170.00 | |
| Local community not-for-profit groups (if no cleaning required)* | 24.00 | |
| COONABARABRAN SPORT and RECREATION CENTRE | | |
| Mezzanine (gym area) and Drop In - daily use | 32.00 | |
| Main Hall daily use | 146.00 | |
| Main Hall half day/session | 74.00 | |
| Kitchen | 52.00 | |
| Squash Courts | weekday per session/person | 5.00 |
| Squash Courts | weekend per session/person | 10.00 |
| DUNEDOO JUBILEE HALL | | |
| Whole Complex | 170.00 | |
| Main Hall only | 108.00 | |
| Kitchen only | 68.00 | |
| Local community not-for-profit groups (if no cleaning required)* | 24.00 | |
| MENDOORAN MECHANICS INSTITUTE HALL | | |
| Whole Complex | 90.00 | |
| Local community not-for-profit groups (if no cleaning required)* | 24.00 | |
| MEETING ROOMS | | |
| Children Services - local community not-for-profit groups (if no cleaning required)* | 11.00 | |
| All other meeting rooms - local community not-for-profit groups (if no cleaning required)* | 31.00 | |

Fees include practices and or set up times.

Conferences will receive a 25% discount after 2 days of hire

Local schools may access the halls (with the exception of the Sport and Recreational Center) at no charge for school related activities (evidence of public liability cover still required)

All bookings must be made at least one week in advance

***Local community groups and not-for-profit groups** are to be authorised annually by the General Manager. Applications must be made in writing and clearly state why the fees should be waived or discounted. All fee waiving is at the discretion of the General Manager.

TERMS AND CONDITIONS OF HIRE

ADMINISTRATION

A condition of hire is that the hirer either contributes to the public liability insurance policy held by Council, or provides proof of their own public liability insurance, to the value of \$20 million. Under the terms and conditions advised by Council's Insurer, a casual hirer is someone who is not an incorporated body, a sporting club, an association of any kind, or any profit making or commercial entity. Council renews this policy annually, and like other policies, an excess payment of \$1000 applies and will be passed on to the hirer should a claim be made.

CANCELLED BOOKINGS – booking fee remains payable

BOOKING DEPOSITS

A 25% deposit of the total fee, plus the entire Bond, is required to confirm a booking. Until the completed booking form and deposit is received, any booking will be considered as tentative only.

PAYMENT OF BALANCE

The full fee for hire must be paid at least one week prior to the date of the function. Access to the venue will not be available until all fees are paid.

ANNUAL REVIEW OF FEES AND CHARGES

Council reviews its fees and charges annually. The fees payable for hire will be those applicable to the date of the function.

CONSUMPTION OF LIQUOR

If liquor is to be consumed within the Hall, the appropriate license under the NSW Liquor Act must be obtained.

SMOKING

All Council facilities are classified Smoke Free. Failure to comply will result in additional cleaning fees.

CANDLES

Candles are only permitted for weddings. Candle wax falling onto the polished floor will result in additional cleaning fees.

BREAKAGE OR DAMAGE

Replacement costs for breakage, damage or shortages to the premises, furniture, fittings, crockery, cutlery and glasses occurring during the hire period will be charged to the hirer.

CROCKERY AND CUTLERY

All crockery and cutlery must be counted prior to, and after, the event with a staff member present. Breakages or losses will be charged at replacement cost.

CLEANING – the hirer shall, before the hire period expires:

Wipe clean and stack all tables, sweep floors clean, wipe clean all benchtop and stovetops used, return all furniture, crockery, cutlery and glassware to the appropriate storage area

HALL USE

As stipulated in Council's Operational Plan any business activity, non-residential or itinerant retailer use is not permitted.

**** WILL ALCOHOL BE PRESENT IN ANY FORM DURING THE FUNCTION** ☐ YES ☐ NO

IF YES, I declare I have obtained the necessary authorization ☐ YES ☐ NO

**** DO YOU HAVE PUBLIC LIABILITY COVER** - Administration fee payable if No ☐ YES ☐ NO

**** BANK DETAILS FOR REFUND OF BOND, IF APPLICABLE** - BSB # Account #

I declare that I have read, understand and agree to adhere to all conditions of hire, including those related to public liability insurance



.....
signature of applicant

.....
date

Council Use Only

Fee paid \$ Receipt Number Date

Further fees to be invoiced \$ **SEND COPY TO DEBTORS** COUNCIL OFFICER

ASSESSMENT FOR BOND REFUND

HIRER TO COMPLETE, POST FUNCTION, AND RETURN TO COUNCIL NEXT AVAILABLE BUSINESS DAY

Venue Hired - please tick

- ☐ Baradine Hall
☐ Binnaway Hall
☐ Coolah Admin Office Meeting Room
☐ Coonabarabran Hall
☐ Coonabarabran Sport And Rec / Drop In Centre
☐ Coonabarabran Children Services Meeting Room
☐ Coonabarabran Community Services Meeting Room

Date Hired.....

- ☐ Dunedoo Hall
☐ Dunedoo Old Bank Manager's Office
☐ Dunedoo Old Bank Garden Meeting Room
☐ Mendooran Hall
☐ Mendooran Community Centre Interview Room
☐ Mendooran Community Centre Specialist Rooms
☐ Purlewaugh Hall

Function

Contact Person**Phone or email**

| Particulars | HIRER Yes/No | COUNCIL Yes/No | Comments |
|---|-----------------|-------------------|----------|
| Floors swept clean | | | |
| Furniture wiped clean and stacked | | | |
| Furniture returned to storage area | | | |
| Crockery, cutlery, glassware washed and clean | | | |
| Crockery, cutlery, glassware returned to storage area | | | |
| Kitchen facilities clean | | | |
| All rubbish removed | | | |
| No adhesive residue on walls | | | |
| Internal windows clean | | | |
| Entrance and exits swept clean | | | |
| Cigarette butts | | | |
| Candle wax | | | |
| Keys returned | | | |
| Venue tidy and available for next booking | | | |
| Other : | | | |
| Breakages | | | |

Council Use Only

Recommendation:

☐ Return Bond \$.....

☐ Return Part Bond \$.....

Reason

☐ Return Bond Denied

Reason

Refund \$

BSB #

ACCOUNT #.....

SEND COPY TO DEBTORS

COUNCIL OFFICER

Date