

## 2023/2024 COUNCIL VENUE BOOKING FORM

APPLICANT			APPLICATION DATE	
ORGANISATION				
ADDRESS				
PO BOX		POST CODE		
TOWN		STATE		
TELEPHONE		MOBILE		
EMAIL				

### VENUE – PLEASE X

<input type="checkbox"/>	Baradine Memorial Hall 6843 1166	<input type="checkbox"/>	Dunedoo Jubilee Hall
<input type="checkbox"/>	Binnaway Memorial Hall 6844 1711	<input type="checkbox"/>	Dunedoo Community Centre Manager Office
<input type="checkbox"/>	Coonabarabran Town Hall	<input type="checkbox"/>	Dunedoo Community Centre Garden Room
<input type="checkbox"/>	Coonabarabran Sport & Rec Drop In Centre	<input type="checkbox"/>	Mendooran Mechanics Hall 6886 1239
<input type="checkbox"/>	Coonabarabran Children Services Mtg Room	<input type="checkbox"/>	Mendooran Community Centre Interview Room
<input type="checkbox"/>	Coonabarabran Community Services Mtg Room	<input type="checkbox"/>	Mendooran Community Centre Specialist Rooms
<input type="checkbox"/>		<input type="checkbox"/>	Purlewaugh Hall

### FUNCTION TYPE – PLEASE X

<input type="checkbox"/>	Meeting	<input type="checkbox"/>	Party	<input type="checkbox"/>	Community
<input type="checkbox"/>	School	<input type="checkbox"/>	Playgroup	<input type="checkbox"/>	Wedding
<input type="checkbox"/>	Other (please describe)				

### DATE AND TIME (Including set up/pack down)

FROM \_\_\_/\_\_\_/\_\_\_ TO \_\_\_/\_\_\_/\_\_\_

Next to each day please **CIRCLE** frequency of usage –

Weekly = **W**

Fortnightly = **F**

Monthly = **M**

Monday	am/pm	to	am/pm	<b>W</b>	<b>F</b>	<b>M</b>
Tuesday	am/pm	to	am/pm	<b>W</b>	<b>F</b>	<b>M</b>
Wednesday	am/pm	to	am/pm	<b>W</b>	<b>F</b>	<b>M</b>
Thursday	am/pm	to	am/pm	<b>W</b>	<b>F</b>	<b>M</b>
Friday	am/pm	to	am/pm	<b>W</b>	<b>F</b>	<b>M</b>
Saturday	am/pm	to	am/pm	<b>W</b>	<b>F</b>	<b>M</b>
Sunday	am/pm	to	am/pm	<b>W</b>	<b>F</b>	<b>M</b>

FEES AND CHARGES		
<b>BASE CHARGES ALL VENUES</b>		<b>PLEASE X</b>
Chair Hire – per chair. All Halls	2.50	
BOOKING FEE - non-refundable	59.00	
PUBLIC LIABILITY - fee waived with proof of \$20 million public liability insurance	194.00	
BOND – DAMAGES and BREAKAGES	619.00	
REPLACEMENT AND REPAIRS	Full cost of repairs	
<b>VENUE SPECIFIC CHARGES</b>		<b>PLEASE X</b>
<i>**Note: Local or Shire based not for profit groups rate does not include any cleaning by Council.</i>		
<b>BINNAWAY MEMORIAL HALL</b>		
Whole complex	100.50	
Local or Shire based not-for-profit groups	**27.00	
<b>BARADINE MEMORIAL HALL</b>		
Main Hall	181.00	
Kitchen	61.00	
Small Hall	61.00	
<i>Note: bookings are made through the Baradine Hall Committee, which is a sub-committee of the Baradine and District Progress Association</i>		
<b>COONABARABRAN TOWN HALL</b>		
Whole Complex	317.00	
Whole Complex – Half Day (Max. 4 Hours)	159.00	
Main Hall only	233.00	
Main Hall – Half Day (Max. 4 Hours)	117.00	
Supper Room or Courtyard only	113.50	
Supper Room or Courtyard only – Half Day (Max. 4 Hours)	57.00	
Kitchen only	194.00	
Kitchen only - Half Day (Max. 4 Hours)	97.00	
Local or Shire based not-for-profit groups	**28.50	
<b>COONABARABRAN SPORT AND RECREATION CENTRE</b>		
Kitchen Only – Half Day (Max. 4 Hours)	42.50	
Kitchen Only – Full Day	85.00	
Main Sports Hall and Kitchen - Full day	200.00	
Main Sports Hall and Kitchen – Half Day (Max. 4 Hours)	100.00	
Main Sport Hall – Full Day	130.00	
Main Sport Hall – Half Day (Max. 4 Hours)	65.00	

Squash Courts – Per person, per hour (minimum 1 hour)	11.00	
<b>DUNEDOO JUBILEE HALL</b>		
Whole complex	194.00	
Main Hall only	123.00	
Kitchen only	77.50	
Local or Shire based not-for-profit groups	**28.50	
<b>MENDOORAN MECHANICS INSTITUTE HALL</b>		
Whole Complex	102.50	
Local or Shire based not-for-profit groups	**28.50	
<b>PURLEWAUGH HALL</b>		
CWA Hall	61.00	
CWA Hall Whole Complex (both halls)	150.00	
Main Hall	100.00	
Not for Profit Groups	28.50	
<b>MEETING ROOMS</b>		
<b>COONABARABRAN</b>		
Children's Services, Robertson Street per use	12.00	
Community Services, John Street per use	36.00	
Local or Shire based not-for-profit groups	**No charge	
Note: Flix in the Stix Coonabarabran Arts Council has a perpetual annual use agreement	653.00	
<b>DUNEDOO</b>		
Old Bank Building - Manager's Office or Garden Room	36.00	
Local or Shire based not-for-profit groups	**No charge	
<b>MENDOORAN</b>		
Community Centre Interview Room or Meeting Room per use	36.00	
Local or Shire based not-for-profit groups	**No charge	
Community Centre Medical Rooms per use	46.50	

- Fees for all Halls include practices and or set up times.
- Conferences will receive a 25% discount after 2 days continuous hire
- Local schools may access all Halls at no charge for school related activities but must complete a booking form
- Public liability evidence is required for all bookings and bookings will not be made, held, or tentative without evidence at the time of booking
- Booking must be made at least one week in advance
- Multiple bookings made at once will be charged one booking fee
- Itinerant retailer or business 'for profit' is not permitted

- Local or Shire based groups and not-for-profit groups are to be authorised annually by the General Manager. Applications must be made in writing with evidence of not-for-profit status (If applicable) and clearly state why any fees should be waived or discounted. ***All fee waiving is at the discretion of the General Manager.***

ALCOHOL PRESENT IN ANY FORM DURING THE FUNCTION (Please X)			Yes		No
IF YES, I declare I have obtained the necessary authorization (Please X)			Yes		No
DO YOU HAVE PUBLIC LIABILITY COVER (Please X)			Yes		No
IF YES, I have provided a copy with this application (Please X)			Yes		No
BOND REFUND BANK DETAILS					
ACCOUNT NAME	BSB	ACCOUNT NUMBER			
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		
OFFICE USE ONLY					
Fee paid	Receipt no.	Date	Further fees to be invoiced		
SEND COPY TO Finance@warrumbungle.nsw.gov.au		Signed by Council officer:		Date:	

## TERMS AND CONDITIONS OF HIRE

### ADMINISTRATION / PUBLIC LIABILITY

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 applies, which shall 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 2007 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**

Before the authorized hire period expires the hirer shall 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.

**ASSESSMENT FOR BOND REFUND**  
**HIRER TO COMPLETE, POST FUNCTION, AND RETURN TO COUNCIL NEXT**  
**AVAILABLE BUSINESS DAY**

**PLEASE X VENUE HIRED**

	Baradine Memorial Hall 6843 1166		Dunedoo Jubilee Hall
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	Coonabarabran Sport & Rec Drop In Centre		Mendooran Mechanics Hall 6886 1239
	Coonabarabran Children Services Mtg Room		Mendooran Community Centre Interview Room
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Applicant / contact person \_\_\_\_\_

Contact telephone and/or email \_\_\_\_\_

PARTICULARS	HIRER X	COUNCIL X	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, including any breakages:			

**OFFICE USE ONLY**

RECOMMENDATION	X	Amount	Reason
Full bond refund		\$	
Partial bond refund		\$	
Nil bond refund		Nil	
Signed by Council Officer			Date