

2024/2025 COUNCIL VENUE BOOKING FORM

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

VENUE – PLEASE X

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

FUNCTION TYPE – PLEASE X

	Meeting		Party		Community
	School		Playgroup		Wedding
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

Day	am/pm	to	am/pm	W	F	M
Monday	am/pm	to	am/pm	W	F	M
Tuesday	am/pm	to	am/pm	W	F	M
Wednesday	am/pm	to	am/pm	W	F	M
Thursday	am/pm	to	am/pm	W	F	M
Friday	am/pm	to	am/pm	W	F	M
Saturday	am/pm	to	am/pm	W	F	M
Sunday	am/pm	to	am/pm	W	F	M

FEES AND CHARGES

BASE CHARGES ALL VENUES		PLEASE	X
Chair Hire (per chair) - All Halls		2.70	
Crockery/Cutlery - All Halls		66.00	
BOOKING FEE - non-refundable		62.00	
PUBLIC LIABILITY - fee waived with proof of \$20 million public liability insurance		204.00	
BOND – DAMAGES and BREAKAGES		650.00	
REPLACEMENT AND REPAIRS	Full cost of repairs		
VENUE SPECIFIC CHARGES		PLEASE	X
<i>**Note: Local or Shire based not for profit groups rate does not include any cleaning by Council.</i>			
BINNAWAY MEMORIAL HALL			
Whole complex		106.00	
Local or Shire based not-for-profit groups		**28.00	
BARADINE MEMORIAL HALL			
Main Hall		190.50	
Kitchen		64.50	
Small Hall		64.50	
Small Hall and Kitchen		129.50	
<i>Note: bookings are made through the Baradine Hall Committee, which is a sub-committee of the Baradine and District Progress Association</i>			
COONABARABRAN TOWN HALL			
Whole Complex		333.00	
Whole Complex – Half Day (Max. 4 Hours)		167.00	
Main Hall only		245.00	
Main Hall – Half Day (Max. 4 Hours)		122.85	
Supper Room or Courtyard only		119.50	
Supper Room or Courtyard only – Half Day (Max. 4 Hours)		59.85	
Kitchen only		204.00	
Kitchen only - Half Day (Max. 4 Hours)		101.85	
Local or Shire based not-for-profit groups		**30.00	
COONABARABRAN SPORT AND RECREATION CENTRE			
Kitchen Only – Half Day (Max. 4 Hours)		44.63	
Kitchen Only – Full Day		89.25	
Main Sports Hall and Kitchen - Full day		210.00	
Main Sports Hall and Kitchen – Half Day (Max. 4 Hours)		105.00	
Main Sport Hall – Full Day		136.50	

Main Sport Hall – Half Day (<i>Max. 4 Hours</i>)	68.25	
Squash Courts – Per person, per hour (minimum 1 hour)	11.55	
DUNEDOO JUBILEE HALL		
Whole complex	204.00	
Main Hall only	129.50	
Kitchen only	81.50	
Local or Shire based not-for-profit groups	**30.00	
MENDOORAN MECHANICS INSTITUTE HALL		
Whole Complex	108.00	
Local or Shire based not-for-profit groups	**30.00	
PURLEWAUGH HALL		
CWA Hall	70.00	
CWA Hall Whole Complex (both halls)	157.50	
Main Hall	105.00	
Not for Profit Groups	**30.00	
MEETING ROOMS		
COONABARABRAN		
Children’s Services, Robertson Street per use	12.60	
Community Services, John Street per use	37.80	
Local or Shire based not-for-profit groups	**No charge	
Note: Flix in the Stix Coonabarabran Arts Council has a perpetual annual use agreement with Council.	686.00	
DUNEDOO		
Old Bank Building - Manager’s Office or Garden Room	37.80	
Local or Shire based not-for-profit groups	**No charge	
MENDOORAN		
Community Centre Interview Room or Meeting Room per use	37.80	
Local or Shire based not-for-profit groups	**No charge	
Community Centre Medical Rooms per use	48.80	

- 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				
Name of applicant: <i>(Please print)</i>				
Signature of applicant:			Date:	

OFFICE USE ONLY			
Fee paid:	Receipt no.:	Date:	Further fees to be invoiced:
SEND COPY TO: info@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

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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