



VENUE AND EQUIPMENT HIRE FORM

Name: _____

Company: _____

Postal Address: _____

Position: _____ ABN: _____

Phone: _____ Mobile: _____

Email: _____

ABOUT THE FUNCTION:

Venue to be Booked: _____

Function Date: _____ Hours Required: _____

Purpose of Function: _____

Attendance Number: _____ Catering on Grounds: Yes / No

Liquor at Function: No Yes, BYO Yes, Sold at Bar

Equipment Hire: No Yes (please complete page 2)

Public Liability Insurance: Current Public Liability Certificate attached (Minimum \$20 million)

or Obtain Council's Public Liability Insurance
(Community groups and private citizens only)

I have read and agree to the terms and conditions.

Payment is required in full to confirm and secure your booking. An invoice will be sent within 7 days of receiving your completed booking form. For Council's cancellation policy see the booking terms and conditions.

A risk assessment may be required and will be completed in consultation with LPSC.

Please provide your credit card details below as these will be held for any excessive cleaning costs or damages incurred to the hall during your hire.

MasterCard Visa

Card No: Expiry Date: /

Cardholder's Name: _____ Signature: _____

Signed: Date:



VENUE AND EQUIPMENT HIRE FORM

Item	Amount Required
Tables	_____
Chairs	_____
Cutlery	_____
Glasses	_____
Crockery	_____
Urn	_____
Bain Marie	_____
Tablecloths	_____
Chair covers	_____
BBQ	_____
Gas bottles	_____
PA equipment	_____
Projector	_____
Platters and Bowls	_____
Any other items:	_____

Note: Due to prior commitments and other bookings, some items may not be available at your requested venue and/or on your required date. This will be discussed with you prior to confirmation. A separate invoice will be sent once equipment hire is confirmed with total costs.

Office Use Only:

Date received	_____	Confirmation sent	_____
Invoice sent	_____	Copy of Insurance	_____
Risk assessment	_____		

BOOKING TERMS AND CONDITIONS

BOOKINGS:

Arrangements are to be made with Council at least three (3) weeks prior to the hire date.

Prospective hirers should note that bookings may be refused or cancelled at any time and all monies shall be refunded. Please refer to Council's Event Hire Policy for further information.

HIRE RATES:

In accordance with Council's annual fees and charges.

INSPECTION OF FACILITY:

The hirer must inspect the facility no later than 10:00 am of the last working day prior to preparation/function to ensure that all aspects of the building are functional. Council will not accept charges resulting from service/repair requests made by the hirer or a third party (eg. Essential Energy, electricians, plumbers, etc).

The hirer accepts and acknowledges their liability to make good any damage which may occur to the facility during the period of hire by signing and returning this document prior to the event.

Where damage to any facility occurs, the hirer must notify Council by 10:00 a.m. the next working day and be available to make a joint inspection of such damage with an officer of the Council.

INSURANCE:

Casual hirers other than incorporated bodies hiring the facilities are covered under Council's casual hirers insurance.

Sporting Clubs, Associations of any kind or profit making Commercial activities must have Public Liability Insurance and shall furnish Council with a certificate of currency prior to confirmation of the facility booking. A minimum \$20,000,000 insurance cover is required.

A Venue and Equipment Hire Form is required to be submitted. A Risk Assessment may be required, depending on the function.

OTHER:

- Council's authorised staff shall have the right of entry to the facility at all times.
- In the event of any dispute, the decision of Council shall be final and binding.
- Amplified music, PA Systems and/or sound producing equipment used in conjunction with the function **MUST NOT** be able to be heard at any residence within Quirindi/Other town limits between the hours of midnight and 8.00am Mon – Sat and midnight and 9.00am on Sunday and public holidays. This is mandatory under the NSW Noise Pollution Laws.
- No decorations are to be attached or suspended from the fans or lights.
- No animals shall be allowed within the facility.
- The facilities are **"SMOKE FREE"** under Council's direction and smoking is **NOT** permitted within the confines of the building or within 10 metres of any entry and/or exit point.

GENERAL:-

- All lights and power to be turned off and the facility locked at the conclusion of the hire.
- No vehicles are to be driven onto the grassed area surrounding the building complex.
- Keys are to be collected from the Liverpool Plains Shire Council (LPSC) Administration office, 60 Station Street Quirindi during office hours (or other location via prior arrangement) and must be returned by 10.00am on the first working day following the function.
- The facility is to be thoroughly cleaned and all decorations, unused food and drink removed by 11.00am on the morning after the function.
- Cleaning equipment (vacuum cleaner, brooms, mops etc) is available and Council staff can indicate where they are stored.

PLEASE RETAIN THIS LEAFLET FOR YOUR INFORMATION