

# Venue Hire Application

## Jandowae Community & Cultural Centre Meeting Room

**IMPORTANT NOTICE**

Western Downs Regional Council is collecting personal information you supply on this form in accordance with *Local Government Act 2009*. The personal information collected on this form will be used to process hire application and administration relating to the hire of the venue. Your personal information will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*.



### Applicant/Organisation Details

Applicant/Organisation:			
Contact Person:			
Address:			
Suburb:		Postcode:	
Phone (h):		Phone (m):	
Email Address:			
Type of Organisation:	Private <input type="checkbox"/>	Not for Profit <input type="checkbox"/>	Commercial <input type="checkbox"/>



### Event/Booking Details

Type of Event:			
Date and Time Required:			Will this be a Recurring Booking <input type="checkbox"/>
Setup Date and Time Required:			
Number of People Attending Event:			



### Fees, Charges & Hire Requirements

Description	Local Not for Profit Community Based Organisations	Non-profit or Private Fees	Commercial Fees
Hire of Meeting Room (Full Day)	No Charge <input type="checkbox"/>	\$60.00 <input type="checkbox"/>	\$85.00 <input type="checkbox"/>
Hire of Meeting Room (Up to 4 Hours)	No Charge <input type="checkbox"/> Number of Hours:	\$6.00 p/h <input type="checkbox"/> Number of Hours:	\$10.00 p/h <input type="checkbox"/> Number of Hours:





## Terms and Conditions of Use

1. The applicant, hiring the facilities must be over the age of 18 years.
2. A Booking for the Jandowae Community & Cultural Centre will only be secured once Council has received a signed Venue Hire Application of same and all fees paid.
3. All Hire Charges are to be paid in full prior to use of the facilities, unless a request has been approved for an account to be sent.
4. Supervision of functions is the responsibility of the hirer.
5. Room/s must be left clean and tidy. All floors are to be swept and surfaces cleaned down at the end of the meeting. Rubbish is to be disposed of into bins. Where these conditions are not met, a cleaning charge will be incurred by the hirer.
6. The Hirer shall be responsible for any damages or losses to the building, furniture, apparatus, etc. used during the hire of the facilities.
7. The Council accepts no responsibility whatsoever for the damage or injury to any person or for the safety, damage or loss of any goods, materials, property etc. of any person or persons which may take place whilst such person or persons are hiring or in attendance at these premises.
8. Keys are to be returned to the Office the next working day.
9. It is the responsibility of the hirer to ensure the premises are secured and locked at the end of the function.
10. Public Liability Insurance – All organisations hiring our facilities should be covered for their activities under their existing public liability cover. Individuals should have public liability cover under their domestic contents or property cover that will provide protection for organised activities that they may conduct. You must ensure that you have insurance covering your activities.
11. The Jandowae Community & Cultural Centre is a non-smoking environment; please ensure that all smokers are directed outside the building.
12. Animals are prohibited within the Facilities.



## Customer Signature

I/We, the above applicant/s, accept the hire costs as set by Western Downs Regional Council and agree to pay the required fees on finalisation of this form. I have read the Terms and Conditions of Use above and hereby accept and agree to abide by the conditions.

Name:	Signature:	Date:        /        /
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## Office Use Only

Fees to be paid:	\$	Receipt No & Date Paid:	
Booking Confirmed:		Officer's Signature:	



## Bond Details - If Applicable

Site Inspection	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Inspected By/Date:
Deposit Refunded:	\$	Date Refunded:	

