

# Meeting Room Hire

Event Management: Event Form 8



## 1. CONTACT DETAILS

Organisation Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## 2. ROOM HIRE DETAILS

Port Broughton  Bute  Rest Centre

Day(s) & Date(s) Required: \_\_\_\_\_

Time(s) Required: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

Number of Attendees: \_\_\_\_\_

Reason/Purpose for Hire: \_\_\_\_\_

## 3. BOND REFUND DETAILS

Contact Person: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Direct Credit Details: ACC Name: \_\_\_\_\_

BSB: \_\_\_\_\_

ACCOUNT: \_\_\_\_\_

## 4. CONDITIONS OF HIRE

1. The Chief Executive Officer or an authorised officer has the Right to Refuse any application for the hiring of The Barunga West Council Meeting Room and associated facilities.
2. The hirer, in paying the prescribed fee, will be covered by a general public and products liability insurance policy, if they meet the criteria in Council's insurance cover. The hirer, if not covered by Council's insurance, shall take out and keep current during the period of the hire, a public and products liability insurance policy for a minimum sum of \$10,000,000 insuring against all actions, costs, claims, damages or charges and expenses which may be brought or made or claimed

against the hirer arising out of the hire of the premises. A **certificate of currency** shall be provided to Council.

3. The hirer agrees to indemnify and to keep indemnified the Council, it's servants and agents and each of from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the hiring of the premises.
4. It is the hirer's responsibility to ensure that the premises are suitable for the purpose that it is being hired for, including access and amenities.
5. Alcoholic beverages are not to be served in the meeting room.
6. No portable cooking apparatus is to be used within the meeting room or kitchen, other than for the purpose of reheating food.
7. All refreshment commodities, apart from the facilities listed in the kitchen inventory, must be provided by the hirer. The hirer will be responsible for any loss or breakage of inventory items.
8. All electrical lights and appliances must be switched off on vacating the Hall. A 10% surcharge will be added to hire fee if the Caretaker reports that lights and/or power were left on.
9. The Council accepts no responsibility in any way for any property or equipment of the hirer or any persons attending any function in the meeting room.
10. The Hirer will be responsible for any damage to the meeting room building, furnishings or equipment which is attributed during the hire period.
11. No reduction or variation of charge will be made if all facilities available with any hiring are not used.
12. No reduction or variation of charges will be made if the hirer carries out any works or setting up or cleaning which are considered part of the Council's responsibility.

## 5. BOOKING PROCEDURE

1. All bookings must be made through the Council. Telephone bookings will be accepted, however, unless a completed form is returned within 7 days, the booking will not be considered firm.
2. All fees are payable at least 7 days prior to the required date, unless special arrangements have been made with the Council.
3. Keys can be obtained from the Council on the last working day prior to the required day of hire, and must be returned by 12 noon the next working day.
4. Cancellations with less than 48 hours notice will result in fees paid being forfeited.

**I acknowledge that I have read and understand the conditions of hire and agree to abide by the said conditions.**

***Signed for and on behalf of the applicant:***

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Signature: \_\_\_\_\_

**6. COUNCIL AUTHORISATION**

**COUNCIL USE ONLY**

**Insurance: YES / NO**

**Booking: APPROVED / DENIED**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Booking Noted: \_\_\_\_\_  
*If Applicable*

ICS: \_\_\_\_\_

Initial

Fees Paid: \$ \_\_\_\_\_  
*If Applicable*

Date: \_\_\_\_\_

Initial

Bond Paid: \$ \_\_\_\_\_  
*If Applicable*

Date: \_\_\_\_\_

Initial

Bond Refunded: \$ \_\_\_\_\_  
*If Applicable*

Date: \_\_\_\_\_

Initial

Collection of Keys: \_\_\_\_\_  
*If Applicable*

Returned: \_\_\_\_\_

Initial

**Action Required:**  
*If Applicable*

\_\_\_\_\_  
\_\_\_\_\_