

# APPLICATION FORM AND CONDITIONS



## HIRE OF COMMUNITY CENTRES

◆ <b>Cremorne Early Childhood Centre</b> 108 Parraween Street, Cremorne	◆ <b>Forsyth Park Community Centre</b> Montpelier Street, Neutral Bay
◆ <b>Kendall Community Centre</b> Warwick Avenue, Cammeray	◆ <b>McMahons Point Community Centre</b> 165 Blues Point Road, McMahons Point
◆ <b>Neutral Bay Community Centre</b> 190 Military Road, Neutral Bay	

North Sydney Council is responsible for the hiring of its community centres and other facilities to external users in the North Sydney local government area.

This form includes four sections:

1. applicant's details
2. indemnity
3. insurance details
4. conditions of hire

General information on the hire of Council facilities is available through our website at [www.northsydney.nsw.gov.au](http://www.northsydney.nsw.gov.au). This application form can also be downloaded from the website.

All sections of this application form must be completed before your application can be processed. Should you require further clarification please contact Council's Booking Officer on (02) 9936 8200. Payment may be made by cash, cheque or credit card (Mastercard, Visa, American Express and Diners) at Council's Customer Service Centre, 200 Miller Street, North Sydney. Alternatively, cheque or credit card payments may be mailed to the Customer Service Centre, North Sydney Council, PO Box 12, North Sydney NSW 2059. Please do not mail cash. Applications that are paid by credit card can also be faxed to 9936 8474.

### FEES FOR 2011/2012

Centre	Room	Mon - Fri	Sat & Sun	Code
Cremorne Early Childhood Centre	Small Meeting Room	\$30 per hour	\$36 per hour	257
Forsyth Park Community Centre	Hall	\$40 per hour	\$48 per hour	255
Forsyth Park Community Centre	Meeting Room	\$25 per hour	\$30 per hour	255
Kendall Community Centre	Hall	\$33 per hour	\$39 per hour	252
McMahons Point Community Centre	Upper Hall	\$43 per hour	\$43 per hour	258
Neutral Bay Community Centre	Hall with Stage	\$38 per hour	\$49 per hour	254
Neutral Bay Community Centre	First Floor Meeting Room	\$32 per hour	\$36 per hour	254
McMahons Point Community Centre	New Years Eve	\$1,900	Deposit	\$190

Deposit	\$50
Garbage Bin hire (bins are essential when serving food or drink)	\$52 each
Bond (for parties at Forsyth Park, Kendall and McMahons Point)	\$100 - \$500
Casual Insurance (Public Liability)	\$32
Late Fee (if applicable)	\$25
Cancellation Fee	\$50
Amendment Fee	\$25

**Please note: The above fees are applicable until 30/6/2012 (GST Inclusive).  
Deposit/Cancellation/Amendment Fees are non-refundable.**

## Application Forms and Conditions of Hire

---

### SECTION 1 - APPLICANT'S DETAILS

---

I \_\_\_\_\_ (name) wish to hire the following North Sydney Council facility.

---

### COMMUNITY CENTRE YOU WISH TO HIRE

---

(Tick room required)

Cremorne Early Childhood Centre	<input type="checkbox"/>	Meeting Room	
Forsyth Park Community Centre	<input type="checkbox"/>	Hall	<input type="checkbox"/> Meeting Room
Kendall Community Centre	<input type="checkbox"/>	Hall	
McMahons Point Community Centre	<input type="checkbox"/>	Upper Hall	
Neutral Bay Community Centre	<input type="checkbox"/>	Hall with Stage	<input type="checkbox"/> First Floor Meeting Room

---

### APPLICANT'S DETAILS

---

Company name: \_\_\_\_\_

Applicant's postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone No. (during b/hours): \_\_\_\_\_

Fax No. \_\_\_\_\_

Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

---

### HIRE DETAILS

---

Hire date required: \_\_\_\_\_

No. of expected guests: \_\_\_\_\_

Entry time: \_\_\_\_\_

Exit time \_\_\_\_\_

Total No. of hours required: \_\_\_\_\_

Purpose of hire: \_\_\_\_\_

Type of entertainment (if applicable): \_\_\_\_\_

Is vehicle access required? (Forsyth Park Community Centre only):    Yes        No   

Number of bins required: \_\_\_\_\_

---

I understand the application and agree to the conditions of hire.

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

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

---

## Application Forms and Conditions of Hire

---

### COMMUNITY CENTRE QUESTIONNAIRE

If you answer 'Yes' to any of the following, please provide details.

1. What is the purpose of hiring the facility  
\_\_\_\_\_
2. Will there be entertainment  Yes  No  
\_\_\_\_\_
3. Is the event open to the public  Yes  No  
\_\_\_\_\_
4. Will there be any form of payment, entry fee or a condition of entry  Yes  No  
\_\_\_\_\_
5. Will there be the option of a voluntary donation upon entry  Yes  No  
\_\_\_\_\_
6. Will the event be advertised  Yes  No  
\_\_\_\_\_
7. Will any goods be bought or sold in the facility  Yes  No  
\_\_\_\_\_
8. Will there be fundraising  Yes  No  
\_\_\_\_\_
9. Will alcohol be served  Yes  No  
\_\_\_\_\_
10. Will prizes be awarded  Yes  No  
\_\_\_\_\_
11. Will there be any music  Yes  No  
\_\_\_\_\_
12. Will there be equipment (eg jumping castle, animal farms, BBQ etc)  Yes  No  
\_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

## Application Forms and Conditions of Hire

---

### SECTION 2 - INDEMNITY

---

This indemnity form must be completed and signed before the booking confirmation can be issued.

Name of applicant:

---

(referred to hereafter as the Hirer) holds North Sydney Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this hire but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

Signed:

Date:

---

### PRIVACY AND PERSONAL INFORMATION

---

Personal details requested on this form will only be used for the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. You may make application for access or amendment to information held by Council. Applications by members of the public to view Council's records is subject to the provisions of Council's Privacy Management Plan, *Section 18 Government Information (Public Access) Act 2009 & Schedule 1 - Government Information (Public Access) Regulation 2009*

I have read and understand the Privacy Statement

Signed:

Date:

---

## Application Forms and Conditions of Hire

---

### Service Provider's Indemnity and Certificate of Currency Details

This form needs to be completed by each service provider you have engaged in conjunction with your booking. This may include but is not limited to celebrants, musicians, caterers, photographers and amusement device operators, etc.

**N.B.** A separate form is required for each service provider. If there are several providers in the one group and they are not covered by a group policy, then each member will need to complete a separate form.

Name of Hirer: \_\_\_\_\_

Venue Booked: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Nature of service to be provided: \_\_\_\_\_

I/We, \_\_\_\_\_

the service provider hold North Sydney Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the service provided and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

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

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

Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

### Certificate of Currency Details:

#### Insurance Details

Please complete this form, giving details of your public liability insurance. Please note that you are required to arrange for North Sydney Council to be named on your insurance policy as a joint insured for the respective rights and interests of yourself and Council.

#### Insurance Information

I hereby declare that I (name of applicant) \_\_\_\_\_

as permit holder and North Sydney Council are insured for legal liability to the public in respect of personal injury and property damage for a limit of indemnity of not less than \$10 million.

Name of Insurance Company: \_\_\_\_\_

Public Liability Policy No: \_\_\_\_\_

Period of Insurance from: \_\_\_\_\_

to: \_\_\_\_\_

Period of Indemnity: \$ \_\_\_\_\_

Location: Anywhere in the North Sydney Council area

Cover: The Insured's legal liability to the public in respect of personal injury and property damage

I understand that this insurance shall not be cancelled or lapse without the agreement of North Sydney Council and the policy document shall be endorsed to this effect.

This insurance includes the cross liability clause:

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

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

**N.B.** A copy of your Certificate of Currency **must** be provided to Council before a permit is issued.

## Application Forms and Conditions of Hire

---

### SECTION 3 - INSURANCE DETAILS

---

Hire of Council-owned facilities cannot be confirmed unless you have public liability insurance for the venue you wish to use. This insurance must include North Sydney Council as an interested party and a cross liability clause. For bookings made on behalf of companies or organisations, details of your public liability insurance must be completed below and a Certificate of Currency provided to Council by your insurance company prior to your booking being confirmed. In the case of individuals, you may need to pay a public liability fee to the Council prior to the booking being confirmed.

#### INSURANCE INFORMATION

---

I hereby declare that *(name of company/organisation/person)*

is the hirer of *(name of venue)*

during the period from \_\_\_\_\_ to \_\_\_\_\_ on *(date)*

is insured for legal liability to the public in respect of personal injury and property damage for a limit of indemnity not less than \$10 million.

Name of Insurance Company:

Public Liability Policy No.

Period of Insurance from: \_\_\_\_\_ to: \_\_\_\_\_

Limit of Indemnity: \$ \_\_\_\_\_

I understand that this insurance shall not be cancelled or lapse without the agreement of North Sydney Council and the policy document shall be endorsed to this effect.

Signed:

Dated:

\_\_\_\_\_  
*(on behalf of)*

### SECTION 4 - CONDITIONS OF HIRE

---

#### 1 ACTS AND REGULATIONS

---

The hirer shall comply with the relevant provisions of the Local Government Act, 1993, as amended and any other Acts or regulations, which may govern use of the Centre.

#### 2 ACCESS TO THE VENUE

---

Council Rangers are responsible for opening and closing the venue according to the information supplied in your application form. Please ensure the correct entry and exit times are stated on the form and allow sufficient time for setting up prior to your event and cleaning afterwards.

#### 3 ALCOHOL

---

Alcohol may be consumed at the venue but not sold. No alcohol is to be consumed at all outside the venue (Includes verandahs and foyers).

The sale, supply and/or consumption of alcohol in Council's facilities to minors are prohibited and will result in police action.

#### 4 AMENDMENT FEE

---

Bookings that are amended after they have been approved in writing will incur an "amendment" fee.

Amount Payable: \$25 (per amendment).

#### 5 BONDS

---

All party bookings for Forsyth Park, Kendall, North Sydney Family Daycare and McMahons Point Community Centres require payment of a bond. Refer to Section 2 for the amount payable. The bond must be paid no later than 7 working days prior to the hiring date. The bond will be returned to you in full providing that all conditions of hire are met. Any costs incurred by Council for repairs, replacement of fixtures or fittings, or cleaning which are attributable to the hiring of a Council facility will be deducted from the bond.

The bond will be forfeited in full if the building is sub-let. A 'Refund of Bond' form is available from the Customer Service Centre. Your bond application will be processed when it has been confirmed all conditions have been adhered to.

The hirer is responsible for the conduct of all guests attending the function.

Hirers are to abide by any reasonable direction given by any proper servant of the Council.

Cigarette advertising is strictly prohibited.

Decorations can only be hung from picture rails. They must not be hung from lights or ceiling fans.

Confetti or the like is prohibited.

Ice must be kept in leak-proof containers.

Hirers are to leave the premises as they find them. This includes:

- returning all tables and chairs to storage
- wiping down any benches and kitchen equipment
- cleaning the floor.

Any damage to the hall, kitchen or immediate environs will be costed and such cost will be deducted from the bond. Costs in excess of the bond amount will be payable on demand.

## Application Forms and Conditions of Hire

---

Amplified music is prohibited. Music sound levels are to be such as not to cause annoyance to occupants of neighbouring properties. Any breach of noise regulations may result in Council taking action under the Noise Control Act 1975.

The Centre is to be vacated during the last hour of the hired period, otherwise a penalty hourly rate of \$100 will apply and such extra charges will be deducted from the bond.

In case of emergency during the period of hire, Council may be contacted and a Ranger will be on site as soon as possible.

### 6 BOOKING A VENUE

---

All bookings must be applied for in writing, by completing the application form and paying a \$50 non-refundable deposit. Booking enquiries may be made during business hours at the Council's Customer Service Centre, 200 Miller Street, North Sydney or by phoning (02) 9936 8200 or (02) 9936 8427. Alternatively, the Council website at [www.northsydney.nsw.gov.au](http://www.northsydney.nsw.gov.au) has general information on hiring and a downloadable application form.

Bookings will not be determined until the application form and deposit have been received. On approval you will be sent a confirmation letter and a Tax Invoice/Booking Confirmation Receipt within 7 working days.

The balance must be paid one week to (the nearest Friday) before the event. Please use the booking number in all correspondence with Council. Any special conditions will be included in your confirmation letter.

Council reserves the right to refuse any application and to cancel any hiring arrangement with reasonable notice. Where Council cancels a booking for reasons outside the control of the intending hirer. Council will full refund any money held.

**Please note that your booking may be cancelled and your deposit forfeited if the balance is not received in time.**

### 7 CATERING/KITCHEN

---

The preparation of food and beverages shall be confined to the kitchens. Grease and food scraps are not to be washed down the sink and should be wrapped and placed in the garbage bin.

### 8 CHILD PROTECTION LAWS

---

If your activity involves children up to 18 years of age you are legally required to comply with Child Protection Acts including conducting employment screening in line with this legislation.

### 9 CLEANING

---

All hired venues must be left in a clean and tidy condition at the conclusion of the event. All cleaning equipment is to be supplied by the hirer.

Please note that in the case of damage or a venue left in an untidy condition, the Council reserves the right to deduct monies from the bond. If repair costs are in excess of the bond monies held, you will be invoiced for repair and/or cleaning costs.

### 10 CONDITIONS OF CENTRE AT COMMENCEMENT OF BOOKING

---

It is expected that the Centre will be left in the condition suitable for immediate use at all times. When the Hall is considered unsuitable for use on arrival, the hirer should immediately notify Council (BH 9936 8200 AH 9936 8100). This will indemnify the hirer against any claim by Council for loss of property or damage to the building or grounds.

## Application Forms and Conditions of Hire

---

### 11 ELECTRICAL

---

The hirer is responsible for turning on and off any electrical items, except Zip hot water systems and fridges that, on arrival are already on. Any electrical equipment or appliances brought into the Centre by the hirer or their contractor/service agent or guest must be tested and tagged by a licensed electrician or person qualified to tag and test.

### 12 EXITS, AISLES AND PASSAGEWAYS

---

All passageways, aisles and exits shall be kept clear and useable to ensure public safety. Covering or putting any item in front of illuminated signs is strictly prohibited.

### 13 FIRE EXTINGUISHERS AND EQUIPMENT

---

Under no circumstances shall there be any interference with the fire fighting or other emergency equipment in the Centre except in the case of fire.

### 14 FOOD AND DRINK

---

Under no circumstances if food or drink to be left in the fridges after your departure.

### 15 FURNITURE SET UP BY HIRER

---

Hirers are responsible for arranging set up/pack up of the furniture required. At the end of the hire period the hirer is to return the furniture to the original position it was found (unless advised by Council to do otherwise).

The hirer is not to allow furniture or equipment to be removed from the Hall/Room or obtain furniture from other Halls/Rooms of the centre, unless approved by Council.

### 16 GARBAGE BINS

---

These are essential for any event where food and drink are served. Each bin caters for up to 30 guests.

### 17 HIRING FEES

---

Please note that Council's annual fee schedule is set at the beginning of each financial year. Any variation to this schedule may be advertised during the financial year and a revised fee charged. Council's full fee schedule can be viewed at [www.northsydney.nsw.gov.au](http://www.northsydney.nsw.gov.au)

### 18 HIRING RESTRICTIONS - INDIVIDUAL VENUES

---

#### **Cremorne Early Childhood Centre**

- To be hired for meetings only.

#### **Forsyth Park Community Centre**

- Premises must be vacated at midnight Saturday, 8.00 pm Sunday (i.e. all cleaning completed and doors closed).
- All drinks to be served in plastic cups only (no glass permitted).
- No amplified music permitted.
- 16th to 25th birthday parties must have security personnel present. The security personnel must be registered and professionally trained (please provide a copy of their certification/accreditation when submitting your application). All functions must be registered with local police.

Safe Party Pak". The Pak provides useful information and includes a police registration form.

## Application Forms and Conditions of Hire

---

### **Kendall Community Centre**

- Children's parties i.e. from 1-12 years of age permitted but not after 6pm.
- No amplified music permitted.
- "Mature" age functions only.
- All events must finish at 10.30pm Monday to Saturday and 6pm on Sundays (i.e. all cleaning completed and doors closed).

### **McMahons Point Community Centre**

- Premises must be vacated at midnight (i.e. all cleaning completed and doors closed).
- All drinks to be served in plastic cups only (no glass permitted).
- No amplified music permitted.
- 16th, 18th and 21st birthday parties are prohibited. All functions must be registered with local police.

### **Neutral Bay Community Centre**

- To be hired for meetings/classes only, functions are prohibited.

## 19 HOURS OF USE

Hiring times to include time required for setting up, dismantling, cleaning, etc. The hirer does not have access to the halls/rooms outside the approved hire period.

## 20 INDEMNITY

It is a requirement of the application that the attached form indemnity be completed.

Hirers are to observe the provisions of the Entertainment Tax (Management) Act or any other Act relating to Entertainment Tax, to indemnify Council and free it of any obligation in respect of these Acts.

Hirers are to observe the provisions of the Copyright Act to indemnify Council and free it of any obligation in respect to this Act.

## 21 INSURANCE/CERTIFICATE OF CURRENCY

All events held in Council facilities must have public liability insurance cover in the joint names of North Sydney Council and the hirer, and have a cross liability clause (i.e. North Sydney Council needs to be noted as 'Interested Party' on the actual policy).

If your booking is on behalf of a company or organisation, you will need to provide evidence of insurance cover. You will need to include a copy of your Certificate of Currency with your application as evidence.

If your booking is on behalf of an individual, you will need to pay an additional Public Liability Insurance fee to Council. Council has this form of insurance in place for the majority of casual hirers.

A 'casual' hirer is defined as a hirer of Council facilities hiring a resource less frequently than once per calendar month or no more than twelve times per calendar year.

Please note the hirer will have to pay an excess of \$2000 on any claim. Inappropriate behaviour of the hirer may void the insurance. This cover does not apply to incorporated bodies, clubs, associations nor commercial users of any kind.

The Certificate of Currency must include:

- Insurer
- Name of the Insured
- Policy Number
- Expiry Date
- Sum Insured in \$AUD (legal liability to the public in respect of personal injury and property damage)
- Situation (area of cover)

## Application Forms and Conditions of Hire

---

### 22 LATE FEE

---

A late fee (\$25) is payable if the booking is received within seven days of the event date.

### 23 MINIMUM AGE FOR HIRING A FACILITY

---

The hirer must be 18 years or older, and will be responsible for the cost of repair of any damage or breakage during the term of the hire to any part of the premises, fittings or furniture, appliances or apparatus.

The hirer must remain in attendance during the hire period and is responsible for the centre security, safety of guests and supervising all activities during the hire period.

### 24 NOISE

---

All venues have restrictions on noise (see hiring restrictions - individual venues.). Please be considerate towards local residents and leave the building as quietly as possible. Amplified music is strictly prohibited.

### 25 PUBLIC SAFETY

---

The hirer is responsible for the conduct of their guests during the hire period. The Council is not responsible for any loss or damage to property belonging to guests within the venue during the hire period. The Council also reserves the right to have any person(s) removed from the venue if it appears likely that the person(s) will cause damage and/or injury to other persons or property. No items should obstruct fire exits or stairways during the hire period. No fireworks are permitted at any venue.

### 26 SMOKING/BBQS/NAKED FLAMES

---

All Council venues are smoke-free and no smoking is permitted inside the building. Smoking is permitted outside the venue, but the hirer is responsible for ensuring all cigarette butts are collected and removed.

Under no circumstances shall there be any burners such as barbecues or spit roasts, fireworks or other inflammable materials, fog or smoke making devices allowed in any Hall/Room unless approved by Council.

The hirer is responsible for ensuring that no smoking is permitted in any Council facility.

Spits and barbecues are permitted for use, outside the facility only.

Candles are permitted only when concealed within a glass receptacle.

Candles on birthday cakes are permitted under direct supervision of the licensee.

Sparklers and/or naked flames are not permitted with the facility.

Hirers will be responsible for all costs incurred if the smoke alarm/firm alarm is activated falsely due to negligence or misdemeanour by the hirer or persons under their control.

# APPLICATION FORM



## LITTER BIN HIRE

**Code 249**

### CONTACT

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

Company: \_\_\_\_\_

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

Telephone (during b/hours): \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### LOCATION

### FUNCTION DETAILS

Number of Bins required: \_\_\_\_\_

Date of Function: \_\_\_\_\_

#### PRIVACY STATEMENT

Personal details requested on this form will only be used for the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. You may make application for access or amendment to information held by Council. Applications by members of the public to view Council's records are subject to the provisions of Council's Privacy Management Plan, Section 18 Government Information (Public Access) Act 2009 & Schedule 1 - Government Information (Public Access) Regulation 2009.

I have read and understand the Privacy Statement

Signed: .....

Date: .....

#### FOR COUNCIL USE

Processed by: \_\_\_\_\_

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

Cost per Bin: \$ \_\_\_\_\_

No. of Bins required: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

Receipt No: \_\_\_\_\_

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



---

## REQUEST FOR REFUND OF BOND

The General Manager  
North Sydney Council  
PO Box 12  
NORTH SYDNEY NSW 2059

Attention: Customer Service - Bookings

Dear Sir,

**RE: REFUND OF BOND**

I write to you to request the release of the bond in the amount of \$ \_\_\_\_\_.

The booking details are as follows:

### APPLICANT DETAILS

---

Company Name:	Contact:
Street Address:	
Suburb:	Postcode:
Telephone No:	Fax No:
Mobile No:	Email:

### BOOKING DETAILS

---

Community Centre:	Room:
Date:	Time:

---

### BOND DETAILS

---

Bond Reference No:	Bond Amount:
Receipt No:	Date:

### Method of Payment

---

Please tick one:                      cash                       cheque                       credit card

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

**N.B. If the bond was paid by cheque or credit card, the refund will be addressed to the person(s) whose name appears on the credit card and/or cheque account.**



# CREDIT CARD DEDUCTION AUTHORITY RESOURCE AND FACILITY HIRE

**APPLICANT  
AUTHORISATION**

I/We, \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Mobile Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

1. authorise North Sydney Council to arrange for funds to be debited from my/our account at the financial institution identified. This authorisation is to remain in force until further notice is received in writing.

2. understand and acknowledge that:

- it is the responsibility of the customer to ensure that **CLEAR** funds are available in the account on any due date.
- **any debit which is dishonoured will be reversed from the account and a dishonour fee will be charged to the account.**

NOTE: The bond refund will be returned to the cardholder unless advised (in writing) to do otherwise.

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

**COUNCIL USE**

RESOURCE HIRED:			EVENT DATE:		
Code:	Item: Deposit	\$	Code: 55	Item: Advertising Leaflet	\$
Code:	Item: Balance	\$	Code: 260	Item: Key(s)	\$
Code:	Item: Hourly Fee	\$	Code: 168	Item: Traffic/Parking Permits	\$
Code: 253	Item: Insurance	\$	Code: 274	Item: Lodgement/Assessment	\$
Code: 249	Item: Litter Bin(s)	\$	Other:	Item:	\$
Code: 102	Item: Advertising Leaflet Bond	\$	Other:	Item:	\$
Code: 103	Item: Community Centre Bond	\$			
			<b>Total:</b>		\$
Date:	Receipt No.	Amount Paid: \$			
Correspondence No.	Booking No.	Film No.			

**PRIVACY STATEMENT**

Personal details requested on this form will only be used for the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. You may make application for access or amendment to information held by Council. Applications by members of the public to view Council's records are subject to the provisions of Council's Privacy Management Plan, Section 18 Government Information (Public Access) Act 2009 & Schedule 1 - Government Information (Public Access) Regulation 2009.

I have read and understand the Privacy Statement

Signed: ..... Date: .....

**Credit Card Service Fee**

Council charges a 1% service fee, inclusive of GST, on credit card transactions. This fee offsets the cost of accepting credit card payments. The service fee applies to all over-the-counter transactions, all online transactions, Council car park fees and credit card deduction authorities. Please note that, at this stage, credit card payments through BPay are not an option.

**ACCOUNT  
DETAILS**

MASTERCARD  VISACARD  AMEX  DINERS

All details must be supplied

Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

## FOR COUNCIL USE

---

### Booking Details

Code:

Hourly Fee: \$

---

Code: 253

Public Liability Insurance \$

---

Code: 249

Litter Bins: \$

---

Code: 103

Bond: \$

---

Code:

Total: \$

---

### Deposit Details

Code:

Hourly Fee: \$

---

Receipt: Date:

---

### Booking Details

Correspondence Nos:

---

Reservation No:

---

Authorised by:

---

Litter Bin(s) Ordered:

---

Type of Entertainment:

---

Front Gate Access:

---

Side Gate Access:

---

### Balance Details

Code:

Hourly Fee \$

---

Code: 253

Public Liability Insurance \$

---

Code 249

Litter Bins: \$

---

Code: 103

Bond: \$

---

Code:

Total: \$

---

Amount Paid: \$

---

Receipt: Date:

---

### Supporting Documents

Certificate of Currency: Y / N

---

Liquor Licence: Y / N

---

Security: Y / N

---

Qualifications: Y / N

---

Police Notified: Y / N

---