

APPLICATION FOR HIRE
Gilbert White Memorial Hall (Guyra Community Hall) 2022-2023

www.armidaleregional.nsw.gov.au

1. Information		
Privacy and Personal Information Protection Notice (5.10 PPIP Act 1998) <i>Your information will be stored and used by Armidale Regional Council only for the purposes of liaising with you regarding your intended use of Council's facilities. The provision of information is voluntary; however failure to provide requested details may result in your application to use Council facilities declined.</i>		
Notes:		
a) The completed form is to be lodged with Council at least 21 days prior to the event.		
b) Use of facility is subject to availability and compliance with the standard Conditions of Use.		
c) Any and all charges for use of Council Facilities are to be paid 14 days prior to the event.		
d) Applicant complete items 2-7 inclusive.		
2. Applicant's Information		
Name		Company/Organisation (if applicable)
Address		
Town/City	State	Postcode
Email Address	Telephone	Mobile
Nominated responsible person/s: (This person/s needs to be present and contactable by Council staff during the function and at finishing time)		
Name:		Contact Number:
Name:		Contact Number:
Name:		Contact Number:
3. Function Details		
Name/Type of event:		
Details of event:		
Date/s requested:		
Preparation date:		Preparation time: (time required for setting up of function)
Function start time:		Function end time: (Please allow for cleaning up time after function)

Shut down time: (Time the hall will be vacated)			
Is alcohol to be:			
a) Consumed in the hall? <input type="checkbox"/> YES		<input type="checkbox"/> NO- Please refer to condition 13- conditions of hire	
b) Sold in the hall? <input type="checkbox"/> YES		<input type="checkbox"/> NO- Please refer to condition 13- conditions of hire	
Please note that smoking is not permitted in any part of the building			
4. Seating arrangement			
<input type="checkbox"/> Details to be supplied by the Hirer			
N/B -It is the responsibility of the hirer to number seats if required.			
Number of people attending:		Special Requirements:	
5. Requirements			
<input type="checkbox"/> Heating	<input type="checkbox"/> PA System	<input type="checkbox"/> Lecturn	<input type="checkbox"/> Tables and Chairs
<input type="checkbox"/> White Board	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Dining Area	
All the items above are at no extra cost with an in house Hall booking. The Kitchen and or the Dining Area can be hired separately. Tables and chairs can be hired by approved organisations for external functions.			
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Dining Area	<input type="checkbox"/>	<input type="checkbox"/>
6. Catering			
If kitchen is being used for food preparation please provide the following: Name of caterer: Contact Details:			
7. Special Requirements			
Please list any special requirements;			

8. Fees and Charges				
Are you a financial member of the Armidale Regional Sports Council			Yes	No
	Monday to Friday	Saturday & Sunday	No. Hours	
Minimum Charge	\$175.00	\$175.00		\$
Hourly Rate	\$50.00 per hour	\$50.00 per hour		\$
Preparation/Cleaning	\$25.00 per hour	\$27.50 per hour		\$
*Over time rate of \$100.00 per hour will be charged when the event time exceeds the agreed booking time.				
Charge Rates as applicable:				
Hire of Kitchen		\$75.00 per Hour up to 4 hours		\$
Hire of Kitchen		\$300.000 per Day Over 4 Hours		\$
Hire of Dining Area only		\$50.00 per Hour		\$
Hire of Tables (per table per day)		\$2.30		\$
Hire of Chairs (per 12 chairs per day)		\$18.00		\$
Sub Total				\$
Less adjustment				
TOTAL FEES AND CHARGE: (As confirmed by Caretakers)				\$
<p>Please note that the fee structure is as follows: For each hire, there is an initial minimum opening charge of \$175.00 then an hourly rate of \$50.00 per hour for each hour of the function. Set up, bump out and cleaning time is charged out at \$25.00 per hour.</p> <p>Please confirm hire charges with Caretakers prior to making any payments.</p>				

9. Insurance Details	
A current Public Liability Insurance policy is compulsory for commercial type functions.	
Name of Insurance Company:	
Sum Insured (minimum \$10,000,000):	
Policy Number:	Expiry Date:
Has the Policy been endorsed to cover goods sold and supplied?	YES/ NO

10. Declaration
<p>I hereby certify that the above information provided is correct and I have received a copy of the Conditions of Hire for the Guyra Community Hall and agree to comply by the conditions as detailed therein.</p> <p>I understand that the booking is not considered confirmed until all fees and charges are paid and I understand as the Hirer of the hall that I am responsible for the safety and wellbeing of the patrons using the Hall</p>
Name:

Signature:

Date:

PAYMENT OPTIONS

Payment amount must be verified by caretakers and may be made to Council's cashier by cash, cheque or eftpos at either the Armidale or Guyra Office or by sending a cheque to: Armidale Regional Council, PO Box 75A, Armidale NSW 2350- Please quote receipt code A038 to cashier.

Council USE ONLY

Hire Charge \$ | Amount Paid \$ | Receipt Code - A038
 Account to be forwarded **Yes** **No** Insurance Certificate attached **Yes** **No**

Facility inspected following event | **Yes** **No** Inspected by: |

Booking Entry Date

Record scanned into TRIM

/ /20

Name of processing officer

Applicant advised of outcome

Records stamp

YES NO

Date Approved

KEYS ISSUED (If applicable)

YES NO

Project number- 241000.1.1450.165.1370 (Income)