

**APPLICATION FOR HIRE
ARMIDALE TOWN HALL 2021/2022**

www.armidaleregional.nsw.gov.au

1. Information

Privacy and Personal Information Protection Notice (5.10 PPIP Act 1998)

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.

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 2-11 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)

8. Special Requirements

Please confirm Hire charges with Caretakers prior to making any payments.

Please note that the fee structure is as follows:

For each hire, there is an initial minimum opening charge of \$300.00, as stated below, then an hourly rate of \$42.85 per hour for each hour the Hall is used, including time for set up, Function time and bump out.

Example:

Minimum charge \$300.00 plus Hours X 6 @ \$42.85 = \$257.10

Total Costs \$557.10

9. Fees and Charges

	Monday to Friday	Saturday & Sunday	No. Hours	
Minimum Charge	\$300.00	\$300.00		\$
Hourly Rate	\$42.85 per hour	\$42.85 per hour		\$
Preparation/Cleaning	\$17.25 per hour (weekdays)	\$42 per hour (Weekends)		\$
*Over time rate of \$87.80per hour will be charged when the event time exceeds the agreed booking time, and Overtime Rates apply after 11.30pm. Daily Charges if applicable:				
Data projector	\$55.00			\$
Laptop	\$55.00			\$
Extras				\$
Sub total				\$
Less adjustment				\$
TOTAL FEES AND CHARGE: (As confirmed by Caretakers)				\$

10. 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

11. Declaration

I hereby certify that the above information provided is correct and I have received a copy of the Conditions of Hire for the Armidale Town Hall and agree to comply by the conditions as detailed therein.

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 well being of the patrons using the hall.

Name:

Signature: I Date:

