

**APPLICATION FOR HIRE
ARMIDALE TOWN 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 2-11 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)

Shut down time:
(Time the hall will be vacated)

Is the Mezzanine to be used (please tick) NO YES- Please read condition 2- Conditions of Hire
It is a requirement of Council that a doorman be provided by the hirer to ensure the stairwell to the Mezzanine is supervised and the foyer is not left unattended.

Is alcohol to be:

- a) Consumed in the hall? YES NO- Please refer to condition 23- conditions of hire
b) Sold in the hall? YES NO- Please refer to condition 23- conditions of hire

Please note that smoking is not permitted in any part of the building

4. Seating arrangement

<input type="checkbox"/> Plan A 200 Auditorium Theatre Style Seats are not numbered	<input type="checkbox"/> Mezzanine 78 seats are numbered	Total 278
<input type="checkbox"/> Plan B 160 Auditorium Dinner Style Seats are not numbered	<input type="checkbox"/> Mezzanine 78 seats are numbered	Total 238

other 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"/> Stage	<input type="checkbox"/> Stage Lights	<input type="checkbox"/> Dressing Room	<input type="checkbox"/> Spot Lighting
<input type="checkbox"/> Heating	<input type="checkbox"/> PA System	<input type="checkbox"/> CD player	<input type="checkbox"/> Laptop
<input type="checkbox"/> Screen	<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Data projector	<input type="checkbox"/> lectern
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Cutlery & Crockery	<input type="checkbox"/> Grand Piano	<input type="checkbox"/>

All the items above are at no extra cost except data projector and laptop- refer to section 9, fees and charges.

6. Catering

If kitchen is being used please state the following:

Name of caterer:

Phone:

7. Grand Piano (refer to clause 32 – conditions of hire)

If grand piano required, please state the name of the artist:

Artist:

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 \$310.00, as stated below, then an hourly rate of \$45.00 per hour for each hour the Hall is used, including time for set up, Function time and bump out.

Example:

Minimum charge \$310.00 plus Hours X 6 @ \$45.00 = \$270.00

Total Costs \$580.00

9. Fees and Charges

	Monday to Friday	Saturday & Sunday	No. Hours	
Minimum Charge	\$310.00	\$310.00		\$
Hourly Rate	\$45.00 per hour	\$45.00 per hour		\$
Kitchen Only	\$150.00 per day	\$150.00 per day		
Preparation/Cleaning	\$18.00 per hour (weekdays)	\$45.00 per hour (Weekends)		\$
*Over time rate of \$90.00per 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	\$230.00 Per Day. On site only			\$
Laptop	\$80.00 Per Day. On Site only			\$
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 wellbeing of the patrons using the hall.

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 135 Rusden Street, Armidale 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
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Name of processing officer	Applicant advised of outcome	Records stamp
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		YES <input type="checkbox"/> NO <input type="checkbox"/>
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Date Approved		KEYS ISSUED (If applicable)
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		YES <input type="checkbox"/> NO <input type="checkbox"/>
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Project number- 241000.1.1450.165.1370 (Income)