

All bookings must have a completed, signed booking request form, be paid in full and a user agreement signed and returned to Council *before* using the facilities.

Date: _____

Group/Organisation	
Contact Person (you <i>must</i> advise council if this person changes)	
Postal Address	
Contact phone & Mobile Number	
Email address	

Booking request specifics:

Meeting/gathering type:			
Preferred room In order of preference eg, 1 st , 2 nd , 3 rd	/ 3	Kent House Activities Room (seats 30)	
	/ 3	Kent House Garden Room Hughes (seats 12)	
	/ 3	House Jacaranda Room (seats 16)	
Frequency of meeting		Daily	
		Weekly <input type="checkbox"/> Mon, <input type="checkbox"/> Tue, <input type="checkbox"/> Wed, <input type="checkbox"/> Thurs, <input type="checkbox"/> Fri, <input type="checkbox"/> Sat, <input type="checkbox"/> Sun	
		Fortnightly <input type="checkbox"/> Mon, <input type="checkbox"/> Tue, <input type="checkbox"/> Wed, <input type="checkbox"/> Thurs, <input type="checkbox"/> Fri, <input type="checkbox"/> Sat, <input type="checkbox"/> Sun	
		Monthly <input type="checkbox"/> Mon, <input type="checkbox"/> Tue, <input type="checkbox"/> Wed, <input type="checkbox"/> Thurs, <input type="checkbox"/> Fri, <input type="checkbox"/> Sat, <input type="checkbox"/> Sun	
		Other – bi monthly, quarterly (please give details)	
Start and finish TIME (Please include time to set up and clean up the space)	Start time:	Finish time:	
	Date first required:	Date last required:	
Number of participants (approx)		Do you require a lockable kitchen cupboard?	Yes / No
		\$10pm (non-commercial) \$20pm (commercial)	

Office Use only

TRIM Reference No. :			
		Security Swipe card number	
		Security PIN number	

Return to Council

User Group Agreement

1. I/We, the undersigned, have read and understood all of the documents in the Kent and Hughes House booking request form, basic information, frequently asked questions and user agreement forms and agree to abide by all of the terms listed.
2. I, _____ acting in the position of _____
Name Position
have the authority to sign this agreement on behalf of

(user group/organisation name)
3. I/We understand and agree that if we fail to vacate the premises by the time nominated on our form, we may be required to pay a security call out fee up to \$200.
4. I/We agree to pay for the room hire in full prior to commencing our use, and understand that the amount paid is **non refundable**.
5. I/We agree to provide any complaints or suggestions in writing to the Program Leader Community Services.
6. I/We understand that loss or damage to our security swipe card will result in me/us having to pay a replacement fee of \$13.30.
7. I/We agree to leave the rooms in a clean, tidy, presentable manner ready for the next user group. Failure to do this will result in a cleaning fee of up to \$150 being charged.
8. I/We understand that if we fail to turn off the heating/cooling, lighting or other equipment, additional fees will apply.
9. I/We understand that failure to adhere to the agreement on more than two occasions may result in our access being revoked.
10. I/We understand that Armidale Regional Council retains the right to revoke our access and usage of facilities at any time for any reason, provided that notice is provided in writing to the user group in a timely manner.

Return to Council

Each person issued with a swipe access card and pin number must complete the signature panel below as their acceptance of the user agreement conditions detailed on the previous page.

By signing below, each responsible person acknowledges that you are solely responsible for notifying Armidale Regional Council Customer Service as soon as possible if your card is lost or misplaced, so it may be deactivated. A fee for a replacement card may be charged.

<i>Signature</i>	<i>Signature</i>
<i>Print name</i>	<i>Print name</i>
<i>Position</i>	<i>Position</i>
<i>Group or Organisation</i>	<i>Group or Organisation</i>
<i>Date</i>	<i>Date</i>

Electronic Security Access Cards

An Electronic Security Access Card (ESAC) is used to access both Kent House Activities Room/Garden Room and Hughes House Jacaranda Room. The cards have an auditing component to monitor usage of the buildings. Use of the ESAC is for authorised users only and should be kept secure.

Receipt of Security Access Card

The Electronic Security Access Card can be collected from Customer Service at the main Council building on Rusden Street. Please complete the following when you collect and return your card.

Group/Organisation		
Contact Name		
Phone/mobile		
ESAC Number		
Alarm Code		
Date received card & signature		
Date returned card & signature		