

## APPLICATION FOR HIRE Guyra Show Ground 2023/2024

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 2-6 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:**

**Function start time:**

**Function end time:**

**Preparation date:**

**Preparation time:**

**(time required for setting up of function)**

Is alcohol to be:

- a) Consumed on site?  YES  NO- Please refer to condition 13- conditions of hire
- b) Sold on site?  YES  NO- Please refer to condition 13- conditions of hire

Please note that smoking is not permitted in any of the buildings

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

#### 4. Fees and Charges

##### Show Ground

Includes all facilities: Cattle yards, sheep yards, shearing area, horse stables, poultry shed, bird shed, centre arena, bar/kitchen, toilets and showers. Does not include Community Hall.

	Monday to Friday	Saturday & Sunday	No. Hours	
Daily Charge	\$526.00 per day	\$526.00 per day		\$
Main Ring Lighting	\$45.00 per hour	\$45.00 per hour		\$

##### Hire of Individual Facilities

Cattle shed/yards plus toilets (max charge out 8 hours)	\$34.00	\$
Main Arena plus toilets (max charge out 8 hours)	\$34.00	\$
Shearing shed/yards plus toilets (max charge out 8 hours)	\$34.00	\$
Agistment (horses)	\$22.00 per animal per week.	\$
Shower/Toilet Blocks	\$34.00 per 8 hours	\$
Approved Group Camping – Non-Powered sites plus toilets.	\$12.00 per person per day	\$
RV Camping Restricted to functions and stock welfare.	\$34.00 per van per day	\$
Sub total		\$
Less adjustment		\$
<b>TOTAL FEES AND CHARGE: (As confirmed by Caretakers)</b>		<b>\$</b>

#### 5. 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

**6. Declaration**

I hereby certify that the above information provided is correct and I have received a copy of the Conditions of Hire for the Guyra Show Ground 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 that I am responsible for the safety and wellbeing of the patrons using the facilities.

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 Guyra Chambers or Armidale office 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

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)**

