

Office: .....
Date: ...../...../.....
Time: .....
Name: .....

## Venue Hire Agreement Form

The Gladstone Regional Council is collecting your personal information on this form to process this request. We are authorised to collect this information under Schedule 3 of the Information Privacy Act 2009. The information will be only accessed by authorised council employees and may be given to the Queensland Police Service or Council's Insurer if compliance with the Conditions of Hire is not met. Some information may be provided to the nominated financial institution for the same purpose. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law.

### 1 Venue Location

Name of Venue

### 2 Hirer Details

Hirer Name

*Individual or Group/Organisation/Association/Club Name*

Private/Commercial       Community Group

*(See Venue Hire Conditions)*

Contact Person Name

Contact Person Phone

  Preferred

Contact Person Address

  
  Preferred

Contact Person Email

  Preferred

Alternative Contact Name

Alternative Contact Phone

### 3 Function Details

Type of Function

*e.g. Wedding, Conference, Fitness Class*

Single Booking Date

Regular Booking Dates

First Date:	Last Date:
-------------	------------

Regular Booking Frequency

*e.g. Each Monday / 1<sup>st</sup> Friday monthly*

  


I would like bookings to continue through the School Holidays     Yes  No

I would like bookings to continue on Public Holidays             Yes  No

### Function Times

Start Time:	End Time:
-------------	-----------

### Access Times

*Half hour each side of a function is allowed to setting up and clearing. Extra time may be allowed for larger events upon request.*

Entry Time :	Exit Time:
--------------	------------

### Other Function Details

#### Additional Requirements

*Items may not be available in all venues. Some items may incur a fee. Speak with a Customer Service Officer to clarify.*

<input type="checkbox"/> Air-conditioning	<input type="checkbox"/> TV/DVD
<input type="checkbox"/> Kitchen (limited use only)	<input type="checkbox"/> Lectern
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Portable Screen
<input type="checkbox"/> Crockery / Cutlery	<input type="checkbox"/> Data Projector
<input type="checkbox"/> Bar	<input type="checkbox"/> Whiteboard (pens not supplied)
<input type="checkbox"/> Bar Equipment	<input type="checkbox"/> Jug / Urn

Alcohol to be consumed:     No  Yes

*It is the hirer's responsibility to acquire relevant State and Federal Government permits and licences. (See Venue Hire Conditions)*

### Other Relevant Information

  
  


### 4 Public Liability

Does your organisation have Public Liability Insurance? *(See Venue Hire Conditions)*

No      Complete and submit Casual User Form

Yes      Submit copy of Certificate of Currency

### 5 Disclosure

*I hereby make application for the premises set out in this form for the day and the times specified in this form. I acknowledge I have received and read a copy of the relevant Gladstone Regional Council Conditions of Hire and Emergency Evacuation Procedure. I undertake to be bound by and comply with these documents in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with these Conditions. In making this application, I confirm all information provided is true and correct and I am 21 years of age or over.*

Signature:

Date:

## 6 Payment options and submission details

Current fees and charges can be accessed on Council's website at [www.gladstone.qld.gov.au/fees-and-charges](http://www.gladstone.qld.gov.au/fees-and-charges) under Venue and Hall Hire.

You may pay in person at any of Council's administration centres, hours may vary at each centre. Generally, cashier hours are 8:30am to 4:45pm, Monday to Friday.

<b>CREDIT CARD ▶</b>	Visa <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX <input type="checkbox"/> Card Number: _____ / _____ / _____ / _____    Expiry Date: ____ / ____ Name on Card: _____
<b>POST ▶</b>	Post a cheque or money order made payable to: Gladstone Regional Council PO Box 29 GLADSTONE QLD 4680
Your application form and supporting documentation may be submitted in person, by mail to the postal address above, by email to <a href="mailto:info@gladstonerc.qld.gov.au">info@gladstonerc.qld.gov.au</a> or by fax to 07 4975 8500.	

<b>OFFICE USE ONLY</b>		
Bond required (RC 154)	Yes <input type="checkbox"/>	Receipt No: _____
	No <input type="checkbox"/>	Date Paid: _____