**Town Hall / Senior Citizens Centre Venue Booking Form 2020/21**

**CONTACT DETAILS**

HIRER / COMPANY  _________________________________________________________________

CONTACT PERSON  _________________________________________________________________

POSTAL ADDRESS  _________________________________________________________________

PHONE  (BH) ___________________________        FAX ___________________________

EMAIL  _________________________________________________________________

**BOOKING DETAILS**

EVENT DESCRIPTION  ________________________________________________________________

________________________________________________________________

DATES(S) REQUIRED  from _______/_______/_______          to _______/_______/_______

NUMBER ATTENDING  

TOWN HALL / SENIOR CITIZENS CENTRE (please complete and circle applicable fees)

<table>
<thead>
<tr>
<th></th>
<th>Per hour (inc GST) before 5pm</th>
<th>Per hour (inc GST) after 5pm</th>
<th>Whole day function</th>
<th>Start time</th>
<th>Finish time</th>
<th>Total Hours</th>
<th>Refundable bond</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Hall Auditorium</td>
<td>$44.00</td>
<td>$62.00</td>
<td>$398.00</td>
<td></td>
<td></td>
<td></td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td>Town Hall Kitchen</td>
<td></td>
<td>$25.00 per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town Hall Meeting Room 1</td>
<td>$17.50</td>
<td>$22.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town Hall Meeting Room 4</td>
<td>$17.50</td>
<td>$22.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Citizens Hall</td>
<td>$36.00</td>
<td>$48.00</td>
<td>$376.00</td>
<td></td>
<td></td>
<td></td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td>Senior Citizens Meeting Room</td>
<td>$17.50</td>
<td>$22.50</td>
<td></td>
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<td></td>
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<tr>
<td>Insurance “Blanket Cover”</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$36.00</td>
<td></td>
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<tr>
<td>Cleaning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$162.50 per hour</td>
<td></td>
</tr>
<tr>
<td>Facilities Services: setting up, cleaning, packing up per staff member</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$104.50 per hour</td>
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</tbody>
</table>

**TOTAL**
**SET-UP REQUIREMENTS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity required</th>
<th>Town Hall only</th>
<th>Tick if required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round tables</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trestle tables</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA system</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Microphone</td>
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</tbody>
</table>

**DOCUMENTS TO BE INCLUDED**

- Certificate of Currency
- Public Liability Insurance
- Liquor License
- Registration (if applicable)
- PartySafe
- Lodgement (if applicable)

**PAYMENT OPTIONS**

- Cash
- Cheque
- Invoice
- Internal ledger

If an invoice is required, please provide address details below

_______________________________________________________________________________
_______________________________________________________________________________

Please supply bank account details for security deposit refund by electronic transfer

Account Name

BSB   Account number

**DECLARATION**

I have read the terms and conditions as supplied and understand they form part of my contract with the partners listed above. If I am booking on behalf of another person or group, I will provide them with a copy of the conditions of hire.

NAME  __________________________________________________________________________

ORGANISATION  __________________________________________________________________

SIGNATURE  ___________________________    DATE  _________________

**OFFICE USE**

Date received  
Receipt number
TERMS AND CONDITIONS OF HIRE

Access
The hirer or nominated person is required to collect keys from the Customer Service Centre, 1 Bridge Street East Benalla. Keys will be clearly marked with access points for each facility. If you require assistance from a staff member as to the location of a meeting room, a site visit can be pre-arranged.

After hours access
Use of the facility is available outside of business hours. The hirer or nominated person is required to collect keys from the Customer Service Centre during work hours. Keys must be returned immediately at the conclusion of the function, or alternatively on the next business day if hired out of normal business hours. It is the hirer’s responsibility to return the keys to the Customer Service Centre to arrange for the bond refunded.

Please note: if a key is not collected from Customer Service Centre staff the day before an early meeting, access will not be granted before 8.30am.

Agreed use
The hirer agrees to use the venue only for the purpose described on the Booking Form. The hirer will ensure that the function is conducted in a proper, orderly and lawful manner.

Alterations
Alterations or additions to the venue must not be made without the consent of Benalla Rural City Council.

Bookings
To make a booking please complete and sign a Booking Form and return to Benalla Rural City Council’s Customer Service Centre, 1 Bridge Street East, Benalla, VIC 3672. Fax: 5762 5537
Email: council@benalla.vic.gov.au

Call Out Fee
A fee of $50.00 will apply for any incident where staff are required to attend after hours, eg, tripping of security alarm.

Cancellations or non-attendance
An administration fee may be charged if a booking is cancelled with less than 7 days’ notice. Non-appearance on the day of the booking will incur the full hiring fee.

Cleaning
The Meeting Rooms/Auditoriums are to be left clean and tidy. Kitchens are to be clean of all dishes, all rubbish to be placed in the bin and tables/chairs to be placed in their original position. If the room is left in a state that requires extra cleaning, a cleaning fee will be levied in addition to the room hire fees.

Fees
Charges for room hire are calculated according to the Benalla Rural City Council Fees and Charges Schedule which are current for each financial year. All fees and charges are GST inclusive.

Indemnity
The hirer agrees to indemnify and keep indemnified the Benalla Rural City Council against any action, claim or demand whatsoever that arises or may arise as a result of the hirer’s function. The hirer indemnifies the above organisations for the loss or damage of any of the hirers and third party equipment, property or personal belongings.

Inspection
The hirer will permit authorised Benalla Rural City staff to enter the venue during the hire period for the purpose of inspecting the premises or for any purpose connected with or related to these conditions.

OH&S
The hirer is responsible for compliance with all applicable sections and regulations of the Occupational Health and Safety Act 2004.

Payment
Cash, EFTPOS or Cheque payment (made out to Benalla Rural City Council) before or at the time of booking. Invoicing from the Benalla Rural City Council is available on request with a minimum of 14 days notice before the booking date.

Regular bookings
Bookings can be made for an ongoing period of time, up to 12 months in advance (please note fees and charges may vary through the year).

Privacy
The hirer’s details will be recorded and kept for management purposes.

Smoking
Smoking is not permitted in any Council building.