



# Murrumbidgee COUNCIL

## JERILDERIE CIVIC HALL BOOKING FORM - 2022 - 2023

ORGANISATION'S LEGAL TRADING NAME: \_\_\_\_\_

APPLICANT'S NAME & POSITION: \_\_\_\_\_

ADDRESS (POSTAL): \_\_\_\_\_

EMAIL (PREFERRED) / FAX: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

MOBILE: \_\_\_\_\_

DATE OF FUNCTION: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

<u>FACILITIES TO BE HIRED:</u>	TICK (✓)	FEE SET BY COUNCIL	FEE
1. IAN GILBERT ROOM & KITCHEN	<input type="checkbox"/>	\$285.00	\$
2. WUNNAMURRA HALL, IAN GILBERT ROOM & KITCHEN	<input type="checkbox"/>	\$345.00	\$
3. SPECIAL FUNCTIONS			
ANZAC DAY SERVICE	<input type="checkbox"/>	FREE	
REHEARSALS	<input type="checkbox"/>	\$68.00	\$
DANCE CLASSES	<input type="checkbox"/>	\$68.00	\$
4. SETUP FEES			\$
ENTIRE HALL COMPLEX	<input type="checkbox"/>	\$212.00	\$
IAN GILBERT ROOM ONLY	<input type="checkbox"/>	\$149.00	\$
TEA & COFFEE (PER HEAD)	No. _____	\$5.70	
5. BOND	<input type="checkbox"/>	\$600.00	
		TOTAL	\$

PLEASE NOTE THAT THE HIRING CEASES AT 12 MIDNIGHT. TO EXTEND HIRING PAST THAT TIME, YOU MUST SEEK APPROVAL FROM COUNCIL IN WRITING, AND NOTIFY THE LOCAL POLICE.

- Yes, I wish to extend hiring past midnight. I have attached a letter of request** (consideration will not be given to extension of hiring if no letter of request is provided)
- No, I do not wish to extend hiring past midnight.

**ALL PRICES ARE INCLUSIVE OF GST**

ACCESS REQUIRED (NOT BEFORE 12.00PM DAY BEFORE FUNCTION):

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**HIRER'S CHECKLIST**  
**(FOR COMPLETION AND RETURN WITH BOOKING FORM)**

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**MAIN HALL / SUPPER ROOM (INCLUDING KITCHEN)**

- PA System / Microphone to be used  Yes  No
- Lectern  Yes  No
- \*Crockery (cups, saucers, dinner plates, b & b plates, bowls)  Yes  No
- \*Cutlery  Yes  No
- \*Bain Marie  Yes  No
- Tables / Seating to be used  Yes  No
- \* Rectangular Tables  Yes \* Round Tables  Yes
- Quantity (number of persons) \_\_\_\_\_
- Council to set up seating and the like (**Note: additional fees**)  Yes  No  
(If yes, a layout plan must be provided for seating/microphone)

**\*HIRERS WILL BE CHARGED FOR BREAKAGES/LOSS OF CATERING EQUIPMENT**

**HIRERS ARE REQUIRED TO PROVIDE THEIR OWN TEATOWELS**

**SUPPER ROOM ONLY**

- Data projector (fixture on ceiling-projector has no speakers)  Yes  No  
-no screen required-projects onto wall
- Audio cable (for connection between laptop and PA)  Yes  No
- Computer to data point cable  Yes  No  
(it is recommended you supply own cable)
- Whiteboard and eraser (hirer to supply whiteboard markers)  Yes  No

**PLEASE NOTE THERE IS NO INTERNET CONNECTION IN THE VENUE.  
HIRERS MUST PROVIDE THEIR OWN INTERNET ACCESS**

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**JERILDERIE CIVIC HALL HAS DISABLED ACCESS AND FACILITIES**

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**JERILDERIE CIVIC HALL IS A NON-SMOKING VENUE**

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**ALCOHOL IS NOT PERMITTED OUTSIDE THE VENUE**  
(AN ALCOHOL FREE ZONE IS IN FORCE AROUND THE CIVIC HALL COMPLEX)

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# Public Liability Policy - Certificate of Currency & Risk Assessment

*(You are not required to provide Certificate of Currency or Risk Assessment for a private function. Council's current Casual Hirer's Insurance Policy covers individuals and small informal groups. The cover expressly excludes organisations, incorporated bodies, sporting clubs and associations of any kind)*

- Completed Risk Assessment attached
- Certificate of Currency attached (note: not less than \$10 million)
- I have not attached Certificate of Currency (provide explanation below):

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## Payment Details

- Payment made by direct debit  
(Council's bank details - BSB: 633-000 Account: 1461 26420)  
Include reference: (your name) - Hall Hire
- Please issue an account

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- I certify the information provided in this document to be true and correct.
- I understand booking is not confirmed until payment and all paperwork has been provided to Council.
- I have read the conditions of hire in relation to the Civic Hall and will undertake to comply with those conditions in all regards.
- In the event that any damage beyond normal wear and tear does occur to the premises and/or its fittings and fixtures during the course of the event. I undertake to pay for all such repairs required subject to Council undertaking an inspection of the premises before and after the event.
- BY HIRING THIS FACILITY I AGREE TO LEAVE THE FACILITY NEAT AND TIDY AND ENSURE ALL CROCKERY AND CUTLERY IS WASHED AND DRIED PROPERLY AND RETURNED TO CUPBOARDS.**

SIGNED: \_\_\_\_\_

OFFICE USE ONLY	FILE: CY6	RECEIPT CODE - HALL
Fees Paid:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Receipt No: _____
Invoice Raised:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____
Insurance Certificate of Currency:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A
Booking Form Signed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Facilities Register Updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Copy Hirer's Booking Form and Checklist to Cleaner:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Approved By Council:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Reply to Applicant:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Email / letter / phone / verbal
		Staff Member _____