



Murrumbidgee COUNCIL

JERILDERIE LIBRARY JOHN MONASH MEDIA ROOM BOOKING FORM- 2022-2023

ORGANISATION'S LEGAL TRADING NAME: _____

APPLICANT'S NAME & POSITION: _____

ADDRESS (POSTAL): _____

EMAIL ADDRESS: _____

PHONE NO.: _____ FAX: _____ MOBILE: _____

DATE OF FUNCTION: _____ TYPE OF FUNCTION: _____

START TIME OF FUNCTION: _____ END TIME OF FUNCTION: _____

NUMBER OF PEOPLE: _____

HIRING REQUIREMENT

JOHN MONASH MEDIA ROOM
TEA & COFFEE (PER HEAD)

TICK
(✓)

FEE SET BY
COUNCIL

\$90.00
\$5.70

TOTAL

FEE
\$
\$
\$
\$

(All prices are inclusive of GST)

HIRER'S CHECKLIST

- Data Projector and screen (fixtures in room) Yes No
- Computer to data point cable
(it is recommended you supply own cable) Yes No
- Whiteboard and eraser (hirer to supply whiteboard markers) Yes No

**THE ROOM CONTAINS A SMALL KITCHENETTE FOR HIRER USE,
INCLUDING BAR FRIDGE, CROCKERY / CUTLERY, URN / KETTLE, TEA TOWEL**

*****IT IS A CONDITION OF HIRE THAT ALL CROCKERY, ETC BE WASHED AND DRIED*****

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



JOHN MONASH MEDIA ROOM IS A NON-SMOKING VENUE



ALCOHOL IS NOT PERMITTED OUTSIDE THE VENUE
(AN ALCOHOL FREE ZONE IS IN FORCE AROUND THE MONASH ROOM COMPLEX)

Public Liability Policy - Certificate of Currency

(you are not required to provide Certificate of Currency 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)

- 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) – Monash Rm
- Please issue an account
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- I certify the information provided in this document to be true and correct.
- I have read the conditions of hire in relation to the John Monash Media Room 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 - LIB HIRE
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	
SECURITY TO BE NOTIFIED	<input type="checkbox"/> Yes <input type="checkbox"/> No	Done <input type="checkbox"/> Yes Initial _____
ALARM TO BE TURNED OFF	<input type="checkbox"/> Yes <input type="checkbox"/> No	(Attach copy of Fax)
Reply to Applicant:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Email / letter / phone / verbal
		Staff Member