

# TOWN HALL HIRE BOOKING FORM

## PART A: Applicant Details

Name			
Organisation			
Address			
Phone		Email	
Type of Function			

## PART B: Booking Details

From	am / pm	Date	
To	am / pm	Date	

## PART C: Non-Refundable Hire Charges (Payable on Booking) (GL – 113500-5059S-1100)

Description	Daily Fee	Hourly Fee	No of Days/Hrs	Total
<b>Class A: Not for Profit Events</b> Local community groups and events, schools, religious / political groups.	Nil	Nil		
<b>Class B: Private Functions</b> Wedding receptions, anniversaries and other private functions.	\$195.00/day	\$30.00/hour (5hrs or less)		
<b>Class C: For Profit Commercial Activities / Events</b> Seminars, conferences, commercial concerts, exercise classes and other profit raising events.	\$429.00/day	\$36.00/hour (5hrs or less)		
<b>Hire of Committee Room in Town Hall</b> (including hire of adjoining kitchen)	\$58.00/day	N/A		
<b>Town Hall Kitchen Hire</b>	\$82.00/day	N/A		
<b>Red Carpet - Not for Profit Organisations</b> Local community groups and events, schools, religious / political groups.	Nil	Nil		
<b>Red Carpet - Private Functions &amp; Commercial Activities / Events</b> E.g. Wedding receptions, anniversaries, seminars, conferences, commercial concerts and other profit raising events. (Not for Profit – Free)	\$93.00/day	N/A		
<b>Red Carpet – Additional days hire (per day)</b>	\$58.00/day	N/A		
<b>Town Hall Cleaning Fee (all Classes – daily hire only)</b>	\$106.00	N/A		
<b>Fee for Setting up Town Hall Furniture</b> Hirers to provide written instructions/diagram of seating and table arrangements.	\$222.00			
<b>TOTAL NON-REFUNDABLE CHARGES</b>				

**Note: Hourly hire rates are negotiable for longer term hire arrangements**

**GLEN INNES SEVERN COUNCIL – APPLICATION FOR HIRE OF TOWN HALL AND EQUIPMENT**

PART D: Refundable Damages / Cleaning Deposits		(GL – 1415-5840-0000)			
Description	Charge	Amount Paid	Date Refunded	Amount Refunded	Ref No
Town Hall Hire (Daily Hire)	\$303.00				
Town Hall Hire (Hourly Hire)	\$152.00				
Chairs	\$135.00				
Trestle Tables	\$135.00				
<b>TOTAL REFUNDABLE CHARGES</b>			<b>TOTAL REFUNDED</b>		
If total amount not refunded, state reason					

PART E: Key Release			
Key Number/s			
Date Issued			
Issued To	Name		Signature
Date Returned			
Returned To	Name		Signature

PART F: Acknowledgement			
By signing this form the hirer acknowledges that he/she has read and accepts the full terms and conditions of hire as set out on the attached form.			
Name:		Signature:	Date:

**Council reserves the right not to accept any booking that it considers to be inappropriate.**

**OFFICE USE ONLY**

Receipt Number		Date Received	
Signed		Date	
Hiring Details Entered into Relevant Calendar			

Form No: CORP 001.4.0	Version No: 15.0 Date: June 2024	Review Date: June 2025	Related Documents: Town Hall Hire Policy	Resp Officer: Records Supervisor
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## CREDIT CARD AUTHORISATION FORM

### CARD HOLDERS INFORMATION

NAME:

BILLING ADDRESS:

SUBURB:

STATE:

POSTCODE:

EMAIL ADDRESS:

### PAYMENT AUTHORISATION

CARD TYPE:  VISA     MASTERCARD     AMEX

CARD NUMBER:

EXPIRY DATE:

CARD IDENTIFICATION NUMBER (CVV CODE) :

I, \_\_\_\_\_, authorise Glen Innes Severn Council to process a charge of up to and not exceeding the amount of \$250.00 against my credit card In the event that damage is incurred whilst hiring the Glen Innes Town Hall, Its equipment and/or its facilities.  
This authorisation also includes any costs charged to Glen Innes Severn Council for additional cleaning costs and security whilst the hall is being hired as outlined in the terms & conditions of the hiring of Town hall information pack provided.

The authorisation of this form is also the acknowledgement that should the damages and fees exceed \$250.00 the hirer you will be Invoiced for total amount owing.

TELEPHONE NUMBER:

FAX NUMBER:

PRINT NAME AS IT APPEARS ON THE CREDIT CARD:

SIGNATURE:

DATE

*NOTE: Glen Innes Severn Council does not keep file of credit card numbers. At the completion of the transaction, this document with your credit card number will be shredded.*

### TERMS AND CONDITIONS OF HIRE FOR TOWN HALL AND FACILITIES

**1. The hirer must:**

- State precisely the type of activity to take place at the venue to be hired.
- Under no circumstances enter any areas other than the section hired.
- Adhere strictly to the hiring hours. Any additional use will be charged to the hirer and deducted from the damages deposit.
- Notify police immediately if there is any threat of trouble.
- Report any accidents or near accidents to Council Customer Service upon return of the key(s).
- Ensure all windows and doors are locked when leaving the hall and activate the security alarm.
- Inform all guests/patrons that all Council buildings and enclosed areas are smoke free zones.

**2. Parking and Noise**

- Vehicles must not obstruct access to private or public driveways.
- All music and noise levels must be kept to an acceptable level and music must cease at **midnight**.

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- The Town Hall and car park must be clear by **1.00am**.

### 3. Damage and Breakages

- The hirer is responsible for the full replacement cost of any damages or breakages to buildings, fittings, contents or surrounding grounds. All breakages must be reported to the booking officer upon return of keys.
- The hirer must advise the booking officer if fire extinguishers have been used. If fire equipment is used in an irresponsible manner the cost of inspection and replenishing will be deducted from the damages deposit.

### 4. Cleaning

Areas hired must be left clean and ready for the next user. The hirer is responsible for:

- Sweeping the floor and mopping up any liquid spills.
- Wiping all benches and tables.
- Removing unused food or drink from refrigerators.
- Disposing of rubbish in the correct manner.
- Returning tables and chairs to the areas where they were found as per attached site plan (Max 5 chairs per stack)
- **Nothing is to be stored in areas signposted KEEP CLEAR.**
- Ensuring car parks and outside areas are left in the state that they were found.
- Advising Council staff if a previous user has left facilities in an unclean, untidy or damaged state.

*If the above conditions are not met any additional cleaning costs will be deducted from the Damages Deposit.*

### 5. Decorations

- Decorations are only to be secured to the hooks provided around the walls.
- Helium balloons are not permitted.
- Taping of decorations to the walls, windows, doors or fittings is not permitted.
- Streamers and balloons must not be hung from ceiling fans.
- Smoke machines are not permitted.

### 6. Red Carpet

- The red carpet can **ONLY** be used at indoor venues;
- The red carpet can be collected one (1) working day prior to the function;
- The red carpet must be returned the next business day after the function;
- The red carpet can only be booked for a maximum of seven (7) days at any given time;
- The red carpet must be returned by the hirer in the original condition it was received;
- The hirer acknowledges that they will replace the carpet at their own expense if it is damaged beyond repair.

### 7. Security

It is the responsibility of the hirer to turn security alarms off and on and the beginning and conclusion of events. Hirers will be shown how to do this by Council's customer service staff. If security is called out to attend to alarms that have not been activated/deactivated correctly the cost of the callout fee will be deducted from the Damages Deposit.

### 8. Key Release

It is the hirer's responsibility to ensure the key/s are returned. If the hirer fails to return the keys the cost of the replacement lock/s and key/s will be deducted from the Damages Deposit.

### 9. Smoking

To reduce fire safety hazards and effects of passive smoking, smoking is not permitted inside the building.

### 10. Public Liability Insurance

Casual hirers are covered under Glen Innes Severn Council's Public Liability Policy. However, regular hirers, including registered clubs, sporting clubs and corporate bodies are expected to carry sufficient public liability insurance for their activity, which must be a minimum of \$10 million cover. **A copy of the insurance certificate must be provided at the time of booking.**

### 11. Inspection

An inspection of the facilities will be conducted on the first business day following the function. Should any of the requirements in **Parts 3, 4, 5, 6, 7 and 8** of these Terms and Conditions not be met, all or part of the damages deposit may be withheld by Council.

### 12. Booking Confirmation and Damages Deposits

All hire fee and deposits must be paid to confirm the booking. Charges are payable at Council's offices, 265 Grey Street, Glen Innes. Damages deposits will be returned by cheque to the hirer within 10 business days after the function, subject to the hirer having fully met the above terms and conditions.

#### Privacy statement

Glen Innes Severn Council is committed to protecting your privacy. The personal information you provide in this form is for the purposes directly related to the functions of Council, specifically relating to this form. The information you provide will not be used or disclosed for other purposes unless you provide further consent or as authorised by law. This information is collected under *the Privacy and Personal Information Protection Act 1998* (the Act) and if you require further information, please see our Privacy Management Plan at [www.gisc.nsw.gov.au](http://www.gisc.nsw.gov.au) or contact Council on (02) 6730 2300.

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