

Application for Facilities Hire

Applicant Details

Organisation/Applicant Name

Organisation Contact Person (if applicable)

Postal Address

Suburb

State

Postcode

Phone Number

Email Address

Facility Location

Gatton Shire Hall

Kensington Grove Hall

Grantham Butter Factory – Jamieson Room

Laidley Cultural Centre – Auditorium

Grantham Butter Factory – Larsen Room

Laidley Cultural Centre – Function Room

Grantham Butter Factory – Whole Complex

Laidley Cultural Centre - Squash Courts

Grantham Butter Factory – Kitchen Only

Laidley Cultural Centre – Whole Complex

Helidon Community Centre

Murphys Creek Community Centre

Booking Details

Purpose of Hire

One off booking:

Date

Entry Time

Exit Time

OR

(including set up)

(including clean up)

Multiple bookings:

Recurrence:

Daily

Weekly

Fortnightly

Monthly

Date Start

Date Finish

Day or Date

Entry Time

Exit Time

Please note – Hours of use are 7am to midnight. Any request for usage outside these hours will require approval from Council. If the facility is being set up (eg. tables, chairs, props etc) for consecutive days, the hire must be for full day/s to ensure no other bookings are accepted during the time.

Items Required

The following items are not available at all facilities, please refer to individual brochures. Any items such as furniture, crockery, glassware etc required in addition to Council's promoted items will need to be arranged privately at the expense of the hirer.

Cutlery/crockery/glassware - Number of settings	Chairs - Number required
Piano (Gatton Shire Hall & Laidley Cultural Centre)	Tables - Number required
Microphone equipment	Table Shape
Stage lighting equipment	Other
Scaffolding (Laidley Cultural Centre)	

Catering Information

Will there be food prepared or served at the event?

No – skip to next section

Yes – Who will be catering for the event?

Will the food be sold (this includes charging an admission price to cover costs)?

No – skip to next section

Yes

Does the caterer have an exemption from requiring a Food Licence for this event?

No

Yes – Reason

Please attach a copy of the current Food Licence certificate or proof of exemption. To determine if your event requires a Food Licence under the Food Act 2006, or to obtain an application form, please contact Council's Health Waste & Regulatory Services on 1300 005 872 or visit www.lvrc.qld.gov.au

Alcoholic Beverage Information

Will there be alcohol consumed at the event?

No – skip to next section

Yes

Will alcohol be sold at the event (this includes charging an admission price to cover costs)?

No – skip to next section

Yes – Who will be serving alcohol at the event?

Is there an exemption from requiring a Liquor Licence or Permit?

No

Yes – Reason

Please attach a copy of the Liquor Licence or Permit or proof of exemption. For more information, or to apply for a Liquor Licence or Permit, please visit www.olgr.qld.gov.au or phone 13 74 68. If applying for a Liquor Permit, please lodge your form with this application to obtain Council endorsement.

Public Liability Insurance

Insurance Provider

Expiry Date

Please attach a copy of the certificate of currency for Public Liability Insurance. A minimum cover of \$20 million is required. The hirer must be the policy holder or be listed as an interested party on the certificate.

Event Information

Is this an event which will be open to the public to attend?

No

Yes

Unsure

Will this booking change the normal use of road/s, public parking or the footpath?

No

Yes

Unsure

Hire Fee Discount

Is the applicant any of the following?

Not for Profit organisation

School

Church

Please refer to Council's Fees & Charges for discounts offered. Please attach proof of Not for Profit status if applicable. Proof may include Certificate of Incorporation or other documentation from the Australian Taxation Office.

Bond

A bond is required for all facility bookings and is dealt with in accordance with the Community Halls and Facilities-General Conditions of Hire. Bonds are refunded by EFT payment and can take approximately two weeks to process. The bond will be refunded into the bank account of the person or organisation who made the original payment (name on receipt issued). The payee is therefore required to provide bank account details for this purpose.

Account Name

Name of Bank

Account Number

BSB Number

Please indicate if you request Council to hold this bond for future bookings?

No

Yes

COVID-19

In accordance with easing restrictions, Council is working to progressively reopen community halls and facilities where it is safe and practical. Upon reopening, bookings will be subject to indicated capacity limits and will need to comply with the LVRC community facilities COVID-19 Protocols and the Community Halls and Facilities General Conditions of Hire.

Declaration

I hereby make application to hire Council's facilities as per this application. I declare that all information provided in this form is true and correct to the best of my knowledge. I have read, understand and agree to the Community Halls and Facilities- General Conditions of Hire.

Name

Signature

Date

Privacy Statement

These details will only be used for the purpose for which they have been collected and will not be used for any other purpose. We will not disclose the information you provide outside of Council unless we are required by law or you have given your consent. To the fullest extent allowed by Council, its officers and employees will not be liable for any claims in respect of any loss arising out of, or in connection with, the use of any of the supplied information.