

Town Hall Meeting Rooms Pindari and Melaleuca Room Hire Application Form

Applicant/Hirer Details

Ms/Mr/Mrs/Other (Please State)	Family Name	Given Name
Address		
Organisation Name (if applicable)		
Mailing Address (if different from above)		
Tel 1 (Home/ Work/ Mobile)		Tel 2 (Home/ Work/ Mobile)
Email :		

Choose a Venue Required

Pindari Town Hall Meeting Room 1 **OR** **Melaleuca** Town Hall Meeting Room 2

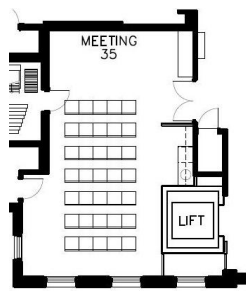
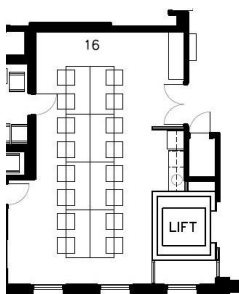
Date required ____ / ____ / ____ If multiple dates are required, please attach a sheet with dates	
Arrival Time: _____ am/pm	Departure Time: _____ am/pm
Description of Activity or Function:	
How did you hear about the Town Hall Meeting Rooms? <input type="checkbox"/> Website <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Previous user <input type="checkbox"/> Other _____	

Setup Requirements:

Pindari - Town Hall Meeting Room 1

Meeting Style
Seats 16

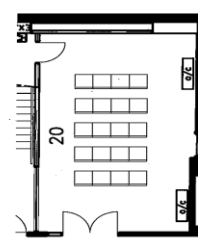
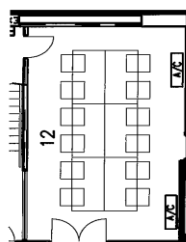
Theatre Style
Seats 35



Melaleuca - Town Hall Meeting Room 2

Meeting Style
Seats 12

Theatre Style
Seats 20



Cost Please Note: Tea, coffee and biscuits are provided

RCI01050	Monday to Thursday – per hour (min. 3 hours)	\$49	3hrs min = \$147	Includes GST
RCI01055	Friday to Sunday and Public Holidays – per hour (min. 3 hours)	\$74	3hrs min = \$222	Includes GST
RCI07085	Key Deposit - Refundable	\$62		

Office Use Only	Receipt No.	Date	\$
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Privacy Statement

The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* and may be available to the public under various legislation. Refer also to the Privacy Statement on Council's website

Eastgardens Customer Service Centre

152 Bunnerong Road
Eastgardens NSW 2020, Australia
ABN 80 690 785 443 Branch 004
DX 4108 Maroubra Junction

Rockdale Customer Service Centre

444-446 Princes Highway
Rockdale NSW 2216, Australia
ABN 80 690 785 443 Branch 003
DX 25308 Rockdale

T 1300 581 299

F 02 9562 1777

E council@bayside.nsw.gov.au

W www.bayside.nsw.gov.au

**Postal address: PO Box 21
Rockdale NSW 2216**

15/56683 July 2018 to June 2019



Hirers Applying for a Concession *All previous hirers must submit complete and current documentation each year.*

Please circle:

Y	N	I am applying for concession fee on behalf of a not-for-profit group
Y	N	I have attached the Certificate of Incorporation and Constitution for my group
Y	N	I have attached proof that the group is physically located within the Bayside Local Government Area, or that at least 50% of its members reside in the Bayside Local Government Area
Please state how your organisation is providing a service or benefit to the communities of the Bayside Local Government Area:		

Conditions of Booking:

The two meeting rooms can be booked for use, however they will only be made available on the following basis:

- Priority will be given to external bookings;
- The rooms will also be made available to internal parties, but only if the purpose of using the room contains an external third party participant;
- The room is not available for internal meetings.

Declaration

I have been presented with and have read the attached Conditions of Use and agree to abide by them.

Applicant's Signature	Date ____ / ____ / ____
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Town Hall Meeting Rooms

Conditions of Use

All Permit holders are bound by Council's Recreation and Community Facilities Management Policy. Council will retain ownership and control of all its recreational and community facilities, as well as any facility or external sports ground infrastructure items constructed or improved through collaborative arrangements to ensure sustainability of these assets. This policy statement applies to all recreational and community facilities owned or managed by Bayside Council.

1. All use is subject to there being no conflict with existing user groups.
2. For the benefit of all user groups, the Centres must be left in the same condition in which it was found. All user groups are responsible for their own cleaning.
3. Please note it is your responsibility to advise Council if you notice problems requiring repair or maintenance, particularly anything which may impact on the safe use of the building. This can be done by ringing Council's Customer Service Centre on 1300 581 299.
4. All breakages/damages to property must be reported immediately to Council.
5. No permanent decorations or fixtures are to be erected.
6. Smoking and consumption of alcohol is prohibited.
7. Noise emanating from the premises is to be kept to a level that would give no cause for complaints from residents of the area and maintained to conform with the Noise Control Act.
8. The hirers are responsible for ensuring their guests are made aware of fire exits and fire fighting facilities within the premises.
9. Council reserves the right to revise fees and charges from time to time as may be necessary.
10. All hirers must provide evidence to Council of Public Liability Insurance. Any incorporated bodies, Sporting Clubs, Associations and Commercial Groups or Commercial type bookings must have cover to a minimum of \$10 million. Other non- profit Community Groups or individuals must have cover to a minimum of \$5 million. Failure to provide evidence of adequate coverage may result in the cancellation of the booking.
11. The hirer shall indemnify Council against any claim for compensation arising out of any action by the hirer or any person or persons carrying out work on behalf of the hirer.
12. In the event of cancellation, unless 14 day notice is given, no refund will be made.
13. Bayside Council will endeavour to process all applications within three working days where possible.
14. Bayside Council reserves the right to include additional conditions to the permits were deemed necessary by Council.
15. Approved users of Council's Recreation and Community facilities are not permitted under any circumstances to allocate or sublet facilities that they have been allocated under a permit to other groups and users whether for financial gain or not without written consent from Bayside Council.
16. Failure to observe these conditions could lead to suspension or cancellation of booking.