

General Hall Casual Hire Request Form

Contact Details

Company/Client:

Contact Name:

Function/Event Title:

Address:

Town/Postcode:

Please note this is the address the bond cheque will be posted back to.

Phone

Daytime:

Mobile:

Email:

Booking Details

Venue Requested

Room/Areas Requested

Booking Date(s)

From:

To:

Event Start Time*:

Event Finish Time:

What time would you like access to the hall:

Estimated Number of attendees:

Guests and clients will be expected to vacate the premises 1 hour following the function end time indicated. If you need require additional time to pack down, please contact the functions@wgac.com to arrange.

Please note that we will endeavor to accommodate your booking(s) where possible, however we may already have bookings on your requested date(s) and the hall may be unavailable.

Booking Purpose

Meeting		Performance	
Party		Rehearsal Space	
Function		Show (i.e. Art Show)	
Expo		Other	

For other please provide full details:

Please provide a description of the activities that will be undertaken:

Catering

Will food be sold as part of the function?
 If yes, a permit is required from the Baw Baw Shire Public Health Unit
<http://www.bawbawshire.vic.gov.au/Business/Health-and-Food-Requirements>
 Are you serving food as part of the function?
 Will you be self-catering or employing a caterer?

Alcohol

Will alcohol be sold as part of the function?
 If yes, please provide the following documents as part of your application;
 Copy of temporary liquor license.
 Are you serving or allowing BYO alcohol as part of the function?

Other

Is your function open to the public?

If yes. will you be charging entry into the function?

Charging entry can be a paid ticket, donation on entry est

Public Liability

Do you have public liability insurance?

Yes

No

If yes, please attach a copy of the Insurance Certificate of Currency showing a minimum of \$10m coverage and also showing the expiry date.

If you do not have sufficient Public Liability Insurance you can apply to take out a 'once-off' hirers liability insurance policy through the Baw Baw Shire Council's policy at a cost of \$20 subject to conditions. If your booking is not covered by our policy, you will need to purchase your own insurance prior to the event.

Security

Will you have live or recorded music playing at the function?

If yes, we highly recommend to have security on site for the safety of your guests and the community.

Please provide details of the security company you have engaged for the function

Please advised if you have notified the local police of the function

Acknowledgement

I hereby certify that I have received a copy of the Conditions of Hire, and undertake in the event of this application being approved, to comply in all respects with such conditions of the hire agreement.

Company/Client:

Responsible Person (Hirer):

Date:

Signature:

Privacy Statement

Baw Baw Shire Council is collecting the personal information requested on this form for the purpose of hiring the council facilities for use. Council will use the personal information for receipting of payments and entering into a data base under the public liability records. Also to contact you to follow up any problems associated with the hire of the hall.

The Council may disclose this information to the relevant public liability insurer.

If this information is not collected, we are unable to hire the facilities to you. You can gain access to your own personal information by contacting Council's Privacy and Freedom of Information officer on (03) 5624 2411

Please read through all the information provided to you in regards to hiring the Council's facilities, then fill in all details and return to us at least 14 working days prior to your requested date of hire.