



APPLICATION FOR USE OF COUNCIL CHAMBERS

Applicant:

Address:

Contact email:

Contact phone number:

DATE(S) REQUIRED	TIME(S) REQUIRED	FUNCTION DESCRIPTION

Please circle the applicable response:

- **Expected number of people at function :**
- **Is the activity a private function?** yes / no
- **Will alcohol be present at the event?** yes / no
- **Will alcohol be:** sold / provided / BYO
**If alcohol is to be sold, a permit will be required & only people with RSA's are to serve*
** If alcohol is to be provided, only people with RSA's are to serve*
- **Do you require tea/coffee?** yes/no
 If yes, for how many
- **Do you hold a current public liability insurance policy?** yes / no
**If yes a Certificate of Currency must be provided*

By signing this form, the applicant agrees to the following Conditions of Use:

- Hire is for the Council Chambers only on the dates and times provided above. The Chambers can be accessed via the main Council entrance. Access beyond the point of the Council Reception desk is not permitted. Smoking is not permitted in any Council building;
- Hire fees and any associated costs (e.g. tea/coffee) must be paid to Council as per the date on the invoice received (not for profit organisations receive free hire);
- The applicant must sign in at Council's Reception desk in the Visitor's Book, noting the number of people to attend the function. The applicant must sign out at the conclusion of the hire;
- The Chambers and associated rooms (e.g. kitchen) are to be left in a clean and tidy condition. All waste should be collected and placed in the bins provided and any dishes washed and dried. Should Council staff be required to clean the facility after your use, a charge will be invoiced to you for payment;
- Any breakages or damage to equipment should be reported to Council Reception immediately.

Applicants Name: **Signature:**.....

Application received by Council on/...../..... **by**

Council will assess your application and confirm booking within 7 days. In some instances further information and discussions may be required, please ensure contact details are correct. It is recommended that applications are received at least one week prior to the date of the required use. Applications received from persons aged under 18 years will not be approved.