

# Venue Booking Form

## 2024-25

### CONTACT DETAILS

HIRER / COMPANY \_\_\_\_\_  
 CONTACT PERSON \_\_\_\_\_  
 POSTAL ADDRESS \_\_\_\_\_  
 PHONE (BH) \_\_\_\_\_ EMAIL \_\_\_\_\_

### BOOKING DETAILS

EVENT DESCRIPTION \_\_\_\_\_

DATES(S) REQUIRED from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

NUMBER ATTENDING (estimate if not known)

#### TOWN HALL / SENIOR CITIZENS CENTRE / SALEYARDS MEETING ROOM

(please complete and circle applicable fees)

	Per hour (inc GST) before 5pm	Per hour (inc GST) after 5pm	Whole day function	Start time	Finish time	Total hours	Refund- able bond	Total Cost
<b>TOWN HALL</b> Auditorium	\$64.50	\$68	\$560				\$350	
Auditorium Holding Fee	\$55 per day							
Kitchen only	\$27.50 per hour							
Meeting Room 1	\$19 flat rate							
Meeting Room 4	\$19 flat rate							
Cleaning	\$174 per hour							
<b>SENIOR CITIZENS</b> Hall	\$39.50	\$51.50	\$390				\$350	
Meeting Room	\$19 flat rate							
Cleaning	\$177.50 per hour							
<b>SALEYARDS</b> Meeting Room	\$18.50 flat fee							
<b>ALL VENUES</b> Insurance (blanket cover)	\$41							
							<b>TOTAL</b>	

#### Information Privacy

The personal information requested discharging on this form is being collected by Council for the purpose of Council venue hire. The personal information will be used by Council for that primary purpose or directly related purposes. The information may also be used to update Council's customer databases to assist Council in its functions or providing services. The personal information collected will not otherwise be disclosed unless permitted or required by law. If the information is not collected, we are unable to process your application and provide the service sought by you. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.

## EQUIPMENT AVAILABLE ON REQUEST

If you would like to use any of the items listed, please indicate. Please note that we do not provide a set-up service.

Item	Quantity required
Round tables	
Trestle tables	
Chairs	

Town Hall only	Tick if required
PA system	
Microphone	

## DOCUMENTS TO BE INCLUDED

Certificate of Currency   
Public Liability Insurance

Liquor License  
Registration (if applicable)

PartySafe  
Lodgement (if applicable)

[Emergency Management Plan](#) (if more than 150 patrons attending)

For more information visit [www.benalla.vic.gov.au/Your-Community/Arts-Culture/Festivals-Events/Planning-an-Event](http://www.benalla.vic.gov.au/Your-Community/Arts-Culture/Festivals-Events/Planning-an-Event) or contact Council's Event Coordinator on 5760 2600

## PAYMENT OPTIONS

### CONTACT US

Phone 03 5760 2600 to make a credit card payment over the phone.

Email [council@benalla.vic.gov.au](mailto:council@benalla.vic.gov.au)

### IN PERSON

Visit the Council's Customer Service Centre at 1 Bridge Street East, Benalla

### MAIL

Send this application back to us with a cheque for the full amount made payable to **Benalla Rural City Council, PO BOX 227, BENALLA VIC 3671**

Cash

Cheque

Invoice

Internal ledger \_\_\_\_\_

**If an invoice is required, please provide contact and address details below**

\_\_\_\_\_

## BOND REFUND DETAILS (post event)

Please supply bank account details for bond refund by electronic transfer

Account Name

BSB

Account number

## DECLARATION

I have read and initialled the terms and conditions as supplied and understand they form part of my contract with the partners listed above. If I am booking on behalf of another person or group, I will provide them with a copy of the conditions of hire.

NAME \_\_\_\_\_

ORGANISATION \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OFFICE USE

Date received

Receipt number

## TERMS AND CONDITIONS OF HIRE

### Access

The hirer or nominated person is required to collect keys from the Customer Service Centre, 1 Bridge Street East Benalla. Keys will be clearly marked with access points for each facility. If you require assistance from a staff member as to the location of a meeting room, a site visit can be pre-arranged.

### After hours access

Use of the facility is available outside of business hours. The hirer or nominated person is required to collect keys from the Customer Service Centre during work hours. Keys must be returned immediately at the conclusion of the function, or alternatively on the next business day if hired out of normal business hours. It is the hirer's responsibility to return to the Customer Service Centre to arrange for the bond refunded.

**Please note: if a key is not collected from Customer Service Centre staff the day before an early meeting, access will not be granted before 8.30am.**

### Agreed use

The hirer agrees to use the venue only for the purpose described on the Booking Form. The hirer will ensure that the function is conducted in a proper, orderly and lawful manner.

### Alterations

Alterations or additions to the venue must not be made without the consent of Benalla Rural City Council.

### Bookings

To make a booking please complete and sign a Booking Form and return to Benalla Rural City Council's Customer Service Centre, 1 Bridge Street East, Benalla, VIC 3672. Email: [council@benalla.vic.gov.au](mailto:council@benalla.vic.gov.au)

### Call out fee

A fee of \$50 will apply for any incident where staff are required to attend after hours, eg, tripping of security alarm.

### Cancellations or non-attendance

An administration fee may be charged if a booking is cancelled with less than 7 days' notice. Non-appearance on the day of the booking will incur the full hiring fee.

### Catering

Benalla Rural City Council does not provide catering for functions. It is the hirer's responsibility to provide their own catering. The kitchen is available for use by hirers, but must be left clean and tidy, otherwise a cleaning fee will be charged.

### Cleaning

Meeting rooms/auditoriums are to be left clean and tidy. Kitchens are to be clean of all dishes, all rubbish to be placed in the bin and tables/chairs to be placed in their original position. If the venue is left in a state that requires extra cleaning, a cleaning fee will be levied in addition to the room hire fees. Please refer to the detailed instructions

### Cleaning (cont.)

provided at time of hire.

### Damages

The hirer will be responsible for any breakage, defect, damage, theft or vandalism to the room and/or fittings/equipment. Damage must be reported to Council staff immediately or at the earliest opportunity.

### Fees

Charges for room hire are calculated according to the Benalla Rural City Council Fees and Charges Schedule which are current for each financial year. All fees and charges are GST inclusive.

### Indemnity

The hirer agrees to indemnify and keep indemnified the Benalla Rural City Council against any action, claim or demand whatsoever that arises or may arise as a result of the hirer's function. The hirer indemnifies the above organisations for the loss or damage of any of the hirers and third party equipment, property or personal belongings.

### Inspection

The hirer will permit authorised Benalla Rural City staff to enter the venue during the hire period for the purpose of inspecting the premises or for any purpose connected with or related to these conditions.

### OH&S

The hirer is responsible for compliance with all applicable sections and regulations of the Occupational Health and Safety Act 2004.

### Parking

Benalla Rural City has several short or long term parking options. Please enquire at the Customer Service Centre if you are unsure of parking lot localities.

### Payment

Cash, EFTPOS or cheque payment (made out to Benalla Rural City Council) before or at the time of booking. Invoicing from the Benalla Rural City Council is available on request with a minimum of 14 days' notice before the booking date.

### Regular bookings

Bookings can be made for an ongoing period of time, up to 12 months in advance (please note fees and charges may vary through the year).

### Privacy

The hirer's details will be recorded and kept for management purposes.

### Smoking

Smoking is not permitted in any Council building.

### Security

The hirer shall ensure that the premises are securely locked and protected on their departure.

Terms and Conditions read and accepted \_\_\_\_\_

(initial and date)