



Glen Eira City Council

Casual Room Hire Application Form and Agreement

Glen Eira Centre

Client details

Date:

Name:		
Group/Company/Organisation:	ABN:	
Address:	Postcode:	
Telephone (BH):	(AH)	Mobile:
Email:	Facsimile:	

Function details

Nature of function (for example wedding, seminar, presentation, meeting):

Business managers software meeting

Room (s) required	Date (s)	Time of hire (Please include setup and pack up times)		Number of people attending	Set-up
		From	To		

Catering details (if applicable)

Name of catering company:
Anticipated arrival time:

Equipment requirements:

Users are requested to list Council equipment they require for their function. Any changes to the required equipment must be provided at least one week prior to a function.

Please indicate below the equipment required for your function.

Equipment for Town Hall Meeting Rooms	Required (Yes / No)	Details
TV/video recorder		
Screen		
Overhead projector		
Electronic data projector		
Lectern		
Portable PA system/built in PA system		

Flip charts		
Electronic whiteboard		
Equipment For Theatre	Required (Yes / No)	Details
Sound system including hand and lapel microphones		
Lectern		
Data projector		
Video player		
DVD/CD player		
Overhead projector and electronic Whiteboard		
12 Channel lighting console		
2 * Slide projectors		
Screen (3 x 5m)		
Equipment for Auditorium		
16 channel sound mixer console		
CD/Cassette tape player		
Hand, radio and lapel microphones including stands		
Fold back wedge speakers		
Lighting desk, 24 channels combined with a 24 socket wall pack (with ability to pre-set up to 99 different lighting sequences)		
Flexi-stage and steps		
Lectern		
Data projector		
Screen (front projection only)		

Table/chair setup requirements — You will need to provide a detailed list of how many chairs and tables you require and where you will like to position them. Please use additional pages if required.

No of tables/chairs	Set-up

Please include an indicative floor plan:

Insurance details – All users of the facility must have public liability insurance with cover of \$10 million. Non-commercial users may qualify for Council’s Hall Hirers Insurance Scheme. If you are a non-commercial user please discuss your specific requirements with the Facilities Hire Officer on 9524 3264 before completing this form.

Users who do not qualify for Council’s Hall Hirers Insurance must have their own existing public liability insurance with cover of \$10 million. You will need to provide a copy of the Certificate of Currency for the policy.

Copy of Certificate of Currency or Policy document attached Yes No

If no, do you qualify for the Council’s Hall Hirers Insurance Scheme? Yes No

If you are unable to provide a copy of the Certificate of Currency or Policy document at booking, evidence of your insurance must be provided at least 5 working days prior to your event.

Food and alcohol details

Will food be served? Yes No
(If the event is catered by a commercial caterer, the caterer must also provide evidence of public/product liability insurance of at least \$10 million not less than 5 days prior to the event taking place)

Will alcohol be served? Yes No
(If more than 40 persons are attending a permit is required from council and must be presented prior to the event taking place.)

Will alcohol be sold? Yes No
(If so, a liquor licence will be required and must be produced prior to the event taking place)

Booking confirmation

I certify that I sign this application form on behalf of myself or the named group/company/organisation and have authority to bind the group/company/organisation by doing so. On behalf of myself or the named group/company /organisation I acknowledge that if this application is successful, the use permitted will be subject to the “Conditions of Use” which I have read.

I confirm agreement to the hire of room/rooms according to the scheduled fees which are payable within 30 days of receipt of invoice or prior to the event whichever comes sooner. I understand a bond of \$400 is required and that some or this entire bond may be retained by Council if I cancel the booking prior to the event or cause damage to the facility.

Signature of applicant _____

Name of applicant _____

on behalf of (club/organisation) _____

Information Privacy: The personal information requested by this form is being collected for the purposes of facilitating and processing an application use of a Council facility. The personal information will only be shared with relevant Council officers. Failure to provide the personal information may prevent Council from processing the application. Any personal information about you held by Council may be accessed by contacting Council’s Privacy Officer at Council Offices. Meetings held in the town hall meeting rooms have a sign outlining who has booked the room. In order to protect your privacy council will only put the user’s name and organisation on this sign, unless the user stipulates a different name they would like to have appear on the sign.