

Community Facilities Booking Enquiry

Please tick the facility you require or number your first and second choice

- Marrickville Town Hall
 Petersham Town Hall
 Herb Greedy Hall
 Seaview Street Hall
 Amenities (Meeting) Room at Petersham Town Hall
 St Peters Town Hall Upstairs Hall
 St Peters Town Hall Downstairs Meeting Room

Is your booking for Regular Hire or Casual Hire?

- Casual Booking - Less than 5 bookings in a calendar year
 Regular Booking - 5 or more bookings in a calendar year

Please complete your details

Name of Hirer/Organisation

Address of Hirer/Organisation Street

Suburb Postcode

Contact Person Position

Contact Telephone Numbers Mobile Business Home

Email

Applicant's ID provided (drivers licence etc)

Day/s or Date/s of Use Regularity of Booking

Start Time Finish Time

Purpose of Use (ie Private Function/Meeting) Number of Attendees

How did you hear about the venue? previous user direct mail word of mouth website newspaper advertisement - in which paper was the advertisement? _____ other _____

Please circle your requested dates on the calendar below

2010 Calendar

January

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

M	T	W	T	F	S	S
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

July

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

M	T	W	T	F	S	S
						1
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

September

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Community Facilities Booking Enquiry

The hirer hereby grants the Council an indemnity from and against all claims, demands, remedies, suits, injuries, damage, losses, costs, liabilities, actions, claims for compensation and the like for which Council may become liable in conjunction with injury, damage or accidental death through the hirers neglect or default or the neglect or default of any other person in connection with hirers use of the hall.

Individuals, groups and organisations which hire or lease Council premises or facilities for activities which involve children under 18 years are reminded of the requirements of the Child Protection (Prohibited Employment) Act 1998 and the Commission for Children and Young People Act 1998.

All employers (which includes employers of volunteers and others) must comply with the mandatory guidelines available from the Commission for Children and Young People and which are also available on their website www.kids.nsw.gov.au. These guidelines contain forms including delegations and consents which must be made by prospective employees.

The personal information you have supplied on this Form is legally required and assists Council officers when determining your application. Failure to provide some details may result in rejection or delays. The details provided will be stored at Council offices and are not publicly available unless authorised, and can be viewed or corrected by you at any time. Council will advise Marrickville Police of events to be held at town halls, and from time to time will provide Marrickville Police with the organiser's phone number if requested. Some Community venue have a swipe tag to gain entry. Council may use information collected from the swipe tag to monitor the times a hirer accesses the Community venue.

This event is open to the public and I authorise Marrickville Council to promote the event on Council's website and at the venue:
 Yes No

If you ticked 'yes' and you do not wish personal contact details to be made public, please provide alternate contact details you'd prefer to be published: _____

I acknowledge that I have read and understood the indemnity requirements and Council's Terms and Conditions of Hire for Community Facilities, and I agree to be bound by them.

Applicant's Signature Date

Before returning this form, please ensure you have attached documentation relevant to your organisation
BOOKINGS CHECKLIST - Please tick ✓

ALL HIRERS	
	Attached copy of current Certificate of Public Liability insurance if applying for 5 or more bookings
Y	N Are you a Not for Profit organisation?
Y	N Will alcohol be consumed or sold at the event? If alcohol is to be sold, a copy of your Liquor License must be sent to Council before the event.
REGULAR HIRERS	
	Attached copy of current Certificate of Public Liability insurance if applying for 5 or more bookings.
NOT-FOR-PROFIT GROUP HIRERS	
	Attached proof of Incorporation and your Constitution or alternatively evidence showing an affiliation with a peak community organisation.
	If applying for local not-for-profit concession, attach proof that your organisation is physically located within the Marrickville Local Government Area (LGA) or at least 50% of your client base resides in the Marrickville LGA.
	If applying for local not-for-profit concession, please state how your organisation is providing a service or benefit to the Marrickville community.

For Office Use Only

Date Received: Officer:

Documentation not provided and requested from hirer:

Calculation of Fee:

Date Payment Received: Amount \$ Receipt No:

Date Bond Received: Amount \$ Receipt No:

Serial Number of Key Provided: