

BARKLY REGIONAL COUNCIL



COUNCIL CHAMBERS BOOKING REQUEST FORM

Please provide a minimum of two weeks' notice for any request. Subject to availability.

Start Date:	End Date:
Start Time:	End Time:
Purpose of Hire:	

Name or Organisation:	ABN (if applicable):
Postal Address:	
Contact Person:	Contact Number:
Contact Email:	

Venue (please circle choices)	Hire Fee	Terms
Council Chambers	\$305.00	Half Day
Council Chambers	\$567.00	Full Day

TERMS & CONDITIONS OF VENUE HIRE

- Any furniture, fittings or equipment must be returned to its original position at the end of hire otherwise deposits may not be refunded.
- Smoking is NOT permitted within any buildings.
- Alcohol is not permitted anywhere on the premises.
- The hirer must ensure they have a current Public Liability Insurance Policy prior to hiring Council Facilities - we require a copy of the certificate of insurance.
- All outside equipment brought to the venue MUST be removed before departing unless other arrangements have been approved by the Council.
- If the venue is left in a state that requires extra cleaning, the added cost will be charged to the hirer. Any damages to the venue will be charged to the hirer.
- Cancellation Policy: we require 48 hours' notice of cancellation of your booking in writing. If you cancel within that timeframe, you may be subject to a cancellation fee. The fee is the same as the key deposit, \$121.00.
- Internal rubbish bins must be emptied into the outside bins.
- Concessional rates are available, please request the form from Reception.
- Functions are only available during business hours and must be finished at 4.15pm.
- Conference Room is an alternative if Council Chambers are not available, see fees on website.

Declaration:

- I have received and read the Terms and Conditions of Venue Hire.
- I hereby agree to be bound by such requirements and conditions and acknowledge and accept that any damages will be my responsibility.
- I have attached a copy of my/our Certificate of Currency insurance policy.
- Fees and Charges (inclusive GST) - charged from time of entry.

Name:	Signature:	Date:
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