

Office: .....
Date: ...../...../.....
Time: .....
Name: .....

## Venue Hire Agreement Form

The Gladstone Regional Council is collecting your personal information on this form to process this request. We are authorised to collect this information under Schedule 3 of the Information Privacy Act 2009. The information will be only accessed by authorised council employees and may be given to the Queensland Police Service or Council's Insurer if compliance with the Conditions of Hire is not met. Some information may be provided to the nominated financial institution for the same purpose. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law.

### 1 Venue Location

Name of Venue

### 2 Hirer Details

Hirer Name

Individual or Group/Organisation/Association/Club Name

Private/Commercial       Community Group

In order to be eligible for the Community Group Rate, Organisations must fit the criteria as outlined on the Fees and Charges

Contact Person Name

Contact Person Phone

  Preferred

Contact Person Address

  Preferred

Contact Person Email

  Preferred

Alternative Contact Name

Alternative Contact Phone

### 3 Function Details

Type of Function

e.g. Wedding, Conference, Fitness Class

Estimated Number of Guests

Single Booking Date

Regular Booking Dates

First Date:	Last Date:
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Regular Booking Frequency

e.g. Each Monday / 1<sup>st</sup> Friday monthly



I would like bookings to continue through the School Holidays  Yes  No

I would like bookings to continue on Public Holidays  Yes  No

### Function Times

Start Time:	End Time:
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### Access Times

Half hour each side of a function is allowed to setting up and clearing. Extra time may be allowed for larger events upon request.

Entry Time :	Exit Time:
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### Other Function Details

#### Additional Requirements

Items may not be available in all venues. Some items may incur a fee. Speak with a Customer Service Officer to clarify.

<input type="checkbox"/> Air-conditioning	<input type="checkbox"/> TV/DVD
<input type="checkbox"/> Kitchen (limited use only)	<input type="checkbox"/> Lectern
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Portable Screen
<input type="checkbox"/> Crockery / Cutlery	<input type="checkbox"/> Data Projector
<input type="checkbox"/> Bar	<input type="checkbox"/> Whiteboard (pens not supplied)
<input type="checkbox"/> Bar Equipment	<input type="checkbox"/> Jug / Urn

Alcohol to be consumed:  No  Yes

It is the hirer's responsibility to acquire relevant State and Federal Government permits and licences. (See Venue Hire Conditions)

### Other Relevant Information

### 4 Public Liability

Does your organisation have Public Liability Insurance? (See Venue Hire Conditions)

No   Complete and submit Casual User Form

Yes   Submit copy of Certificate of Currency

### 5 Disclosure

I hereby make application for the premises set out in this form for the day and the times specified in this form. I acknowledge I have received and read a copy of the relevant Gladstone Regional Council Conditions of Hire and Emergency Evacuation Procedure. I undertake to be bound by and comply with these documents in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with these Conditions. In making this application, I confirm all information provided is true and correct.

Signature:

Date:

## 6 Submission and Payment Options

Current fees and charges can be accessed on Council's website at <https://www.gladstone.qld.gov.au/fees-charges> under "Open Spaces and Venue Hire".

Your application form and supporting documentation can be submitted by any of the following:

**IN PERSON** at any of Council's Administration Centres. Cashiers hours may vary at each location.

General cashier hours are from 8:30am to 4:45pm Monday to Friday


**EMAIL** to either [VenueHire@gladstone.qld.gov.au](mailto:VenueHire@gladstone.qld.gov.au) or [Info@gladstone.qld.gov.au](mailto:Info@gladstone.qld.gov.au)

**POST** Gladstone Regional Council, PO BOX 29, GLADSTONE QLD 4680

Cheques or money order made payable to Gladstone Regional Council

### RECEIPT DETAILS (OFFICE USE ONLY)

Date:	Receipt Number:	Amount Paid:	Cashier:
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	<p><b>GLADSTONE REGIONAL COUNCIL</b> P.O. Box 29, GLADSTONE QLD 4680 Phone: (07) 4970 0700   Fax: (07) 4975 8500 Email: <a href="mailto:info@gladstone.qld.gov.au">info@gladstone.qld.gov.au</a> Web: <a href="http://www.gladstone.qld.gov.au">www.gladstone.qld.gov.au</a></p>
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## CASUAL USER OF COUNCIL FACILITIES LIABILITY INSURANCE ACKNOWLEDGEMENT AND DECLARATION

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I, \_\_\_\_\_  
Hirer's Name (s)

of \_\_\_\_\_  
Address

acknowledge that Gladstone Regional Council (herein referred to as "Council") has in place a Liability Insurance Cover with a \$2,000 Policy Deductible (Excess) and Limit of Indemnity of \$10,000,000 for Casual Users of Council facilities at no cost to the Casual User.

I further acknowledge that I have read the following clause which provides an understanding of what constitutes a Casual User for the purpose of this Insurance cover.

### Casual User Coverage:-

The Liability Insurance policy cover is restricted to Hirers who can be described as non-commercial, not incorporated, not involved in sport, not an association of any kind and irregular users of Council facilities.

Casual Hirers are further defined as third parties who hire Council facilities for no more than a total of twelve (12) days over a twelve (12) month period.

No cover is provided for incorporated bodies, sporting clubs or associations of any kind.

I advise that upon reading this, and having received independent advice (legal or otherwise) to satisfy my needs, I believe this definition extends to include myself in the circumstances I will be using the Council facility and I will avail myself of the cover.

I understand and acknowledge that Council is not representing the insurer and/or myself in respect to this insurance and is not in a position to grant or confirm cover in my particular instance other than to confirm that the Liability Insurance policy is current.

I understand that in the event of an incident occurring that could possibly result in a claim under this policy that I must advise Council as soon as possible thereafter so that guidance can be provided on the appropriate action to take to ensure the Insurer is advised as in accordance with the Policy Conditions. I also understand that it will be my responsibility to pay the \$2,000 Policy Deductible (Excess).

I also understand and acknowledge that if for some reason, I may not be indemnified under this insurance that would be personally liable for any claims arising out of my use of this facility.

Venue: \_\_\_\_\_ Date of Hire \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

1. The Insurance Policy wording is held by Council and is available for perusal at the Council Administration Centre, Goondoon Street, Gladstone, upon request.
2. For the purpose of this acknowledgement "I" is construed to read "I" or "we" and "myself" is construed to read "myself" or "ourselves" to represent one or more persons.
3. Gladstone Regional Council strongly recommends that you seek professional independent advice before deciding to avail yourself of this insurance cover.