

# Philip Street Communities and Families Precinct Venue Booking Form

## 1 Hirer Details

Hirer Name

*Individual or Group/Organisation/Association/Club Name*

- Private/Commercial - *(See Venue Hire Conditions)*  
 Not-for-Profit – with **no** paid employees  
 Not-for-Profit – with paid employees  
 Internal

Contact Person Name

Contact Person Phone

  Preferred

Contact Person Address

  

Contact Person Email

  Preferred

Alternative Contact Name

Alternative Contact Phone

## 2 Booking Details

Selected Facility

- Maxine Brushe Community Meeting Place
- Gumar Building - The Salvation Army Consult Room -  
*Gumar (goo – mar) Byellee (Bailai) language for 'Shield'*
- Ngallil Building Consult Room– GRC Community &  
Neighbourhood Centre - *Ngallil (nar – lee – ill) Gurang*  
*language for 'All of Us'*
- Nutchee Building Consult Room - Communities for  
Children - *Nutchee (na – chee) Gooreng Gooreng language*  
*for 'Family'*

Type of Function

*e.g. Birthday Party, Conference, OT Session, program, permanent hire*

Number of People

Single Booking Date

Regular Booking Dates

First Date:	Last Date:
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Regular Booking Frequency

*Please provide list of dates – if more than 12 dates are nominated, you will also need to submit a Certificate of Currency for Public Liability Insurance*

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 for set up and pack down. Extra time may be allowed for larger events upon request.*

Start Time:	End Time:
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Additional Requirements

*Items may not be available in all venues. Some items may incur a fee*

- Kitchen, includes tea/coffee facilities  
 TV with HDMI capabilities  Tables & chairs  
 Basin/sink for health reasons  Internet Access  
 Printing/Copying (fees may apply)

Precinct Value Alignment Explanation

Wellbeing  Learning  Connection

Wellbeing: creating opportunities for people to improve their physical and mental wellbeing, to improve health literacy and access services they need.  
Learning: promoting lifelong learning and assisting children and young people and their families to transition through learning stages  
Connection: creating a sense of connectedness, access to current information and opportunities to build social and cultural capacity.

Alignment Explanation (Details about your program/event/meeting)

Other Relevant Information

## 3 Public Liability

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

No   Complete and submit Casual User Form – you are only eligible for 12 dates of hire

Yes   Submit copy of Certificate of Currency



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### 5 Disclosure

- a) Make this Application to hire the Selected Facility for the Type of Function during the Function and Access times;
- b) Agree to be bound by the Philip Street Communities and Family Precinct Conditions of Hire if my application is approved;
- c) Understand that approval of this Application is at Council's sole discretion;
- d) Acknowledge that nothing in this form derogates from any other duty or legislative requirement and understand that it is my/our sole responsibility to ensure compliance with all Acts and Regulations
- e) I acknowledge that I have received and read a copy of the relevant Gladstone Regional Council Conditions of Hire and Emergency Evacuation Procedure and that I will ensure that I comply with these documents and understand that I am 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 and I am 21 years of age or over.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### 6 Submission and Payment Options

Current fees and charges can be accessed on Council's website at [www.gladstone.qld.gov.au/fees-and-charges](http://www.gladstone.qld.gov.au/fees-and-charges) under Venue and Hall Hire.

CREDIT CARD: To Pay via Credit Card – please tick this box and Customer Solutions will call for payment over the phone prior to your booking. A 'Tax Invoice/Tax Receipt' will issue upon payment'.

You may pay in person at any of Council's administration centres, hours may vary at each centre.

Your application form and supporting documentation can be submitted by emailing [info@gladstone.qld.gov.au](mailto:info@gladstone.qld.gov.au)

#### OFFICE USE ONLY

Booking Reference Number:  
Receipt No:  
Date Paid;  
Maxine Brushe Meeting Space: RC1300  
Ngallil GRC Consult Rooms: RC1301

The Gladstone Regional Council is collecting your personal information on this form to process this request. The information will only be used by authorised council employees for the purposes of this request, or for the purpose of contacting you regarding any other Council business, and may be given to the Queensland Police Service or Council's Insurer if compliance with the Conditions of Venue 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.

