

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
(Room sizes: rooms 1&2: 8.88mx9.90m, room 3: 5.11mx13.20m)

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:

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

I would like to use the PS Facebook to advertise our event Yes No

I would like a teams meeting set up Yes No

Function Times

Start Time:

End Time:

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:

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

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 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

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.





GLADSTONE REGIONAL COUNCIL
 P.O. Box 29, GLADSTONE DC QLD 4680
 Phone: (07) 4970 0700 | Fax: (07) 4975 8500
 Email: info@gladstone.qld.gov.au Web: www.gladstone.qld.gov.au

CASUAL USER OF COUNCIL FACILITIES LIABILITY INSURANCE ACKNOWLEDGEMENT AND DECLARATION

The Gladstone Regional Council is collecting your personal information to process this request. The information will be only accessed by authorised council employees. Some information may be provided to the nominated financial institution for the same purpose. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law. By completing this form, you authorise Council to process, store and retrieve your personal data for the purpose detailed above.

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 faculty.

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.