

Event Booking Request Form – Walter Reid Cultural Centre



Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when a customer wishes to book an event at the Walter Reid Cultural Centre. Once this form is returned and your booking is accepted, you will receive a contract, estimate of charges and deposit invoice.

P: 07 4924 5600 | E: majorvenues@rrc.qld.gov.au | W: rockhamptonregion.qld.gov.au | PO Box 1860, Rockhampton 4700 | ABN: 59 923 523 766

Customer Details			
Customer name/Business or Organisation name:			
Contact name: <i>(if different)</i>			ABN:
Preferred contact number:	Email:		
Onsite contact name:		Onsite contact number:	
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you a registered not-for-profit organisation with the Australian Charities and Not-for-profits Commission (ACNC)?			
Customer/Business/Organisation Address			
Street number and name:			
Suburb:	State:	Postcode:	
Postal address <i>(if different)</i> :			
Event Details			
Event name:			
<i>Please note, this name will appear publicly.</i>			
Event description:			
<i>Please note, this description may appear publicly, if applicable.</i>			
Event date/s:			
Anticipated attendance:			
Event Schedule			
Date	Activity <i>(Please include bump in, rehearsal, event and bump out)</i>	Start Time	Finish Time

Venue Details *(Please visit Council's See It Live website (www.seeitlive.com.au) for room information. Additional Fees and Charges may apply.)*

Please select the relevant locations required for your event:

- Auditorium Front Gallery Kiosk
 Auditorium Control Room (Bio Box) Gallery Rita Kershaw Room

Ticketing Details *(Please note, Fees and Charges will apply)*

Yes No Do you require your event to be ticketed by us? *(If yes, a ticketing form will be emailed to you)*

Front of House Details *(Please note, Fees and Charges will apply)*

Yes No Do you require Front of House staff for ticketing and/or merchandise sales? *(If yes, a ticketing form will be emailed to you)*

Technical Details *(Please note, Fees and Charges will apply)*

Yes No Do you require technical staff or equipment for your event?

Technical contact name:

Contact number:

Email:

Number of performers:

Touring Technical Staff

Please list the technical staff you are supplying for the event:

Name	Role

Walter Reid Technical Staff *(Please note, Fees and Charges may apply for Walter Reid Technical Staff.)*

Please list the technical staff you require the Walter Reid Cultural Centre to provide for the event:

Name	Role

Touring Technical Equipment

Please tick any equipment that you are providing for your event – if you are providing equipment that is not listed, please email mvtechnical@rrc.qld.gov.au:

- Projection equipment Audio equipment Other
 Lighting equipment Follow spots

Walter Reid Technical Equipment

Please tick any equipment that you need the Walter Reid Culture Centre to provide for your event:

- Truss/ground support Audio FOH system Audio console
 Lighting fixtures Lighting console Other

Liquor Licencing

Yes No Will alcohol be served/sold at your event?

If alcohol is being sold, it is the responsibility of the hirer to contact the [Office of Liquor and Gaming](#) for relevant permits (including a Community Liquor Permit). Supporting documentation must be supplied to Council. Please note, liquor self-assessable exemptions will not be accepted by Council. Risk factors associated with alcohol must be identified on the risk assessment submitted to Council.

In accordance with the Liquor Act 1992, consumption of alcohol in a public place is **prohibited** unless special consideration and approval of a designated consumption area by Council has been granted. Council provides approval of this nature in only **very limited circumstances**. Please attach your granted approval from Council to your booking request form.

Event Payment Schedule

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

Event Deposit: Once your completed form is returned and your booking is accepted, a contract and invoice will be issued for payment.

Event Balance: This payment is due after the event has concluded, when electricity, consumables and other relevant charges can be calculated.

Event Bond: This payment is due 30 days prior to the event and is charged at Council's discretion. Bond will be refunded upon inspection of the venue following the event if no further cleaning or repairs are required.

Risk Assessment

All Walter Reid Cultural Centre bookings require an approved Risk Assessment. Please complete the Walter Reid Cultural Centre Event Risk Assessment Form and submit with this booking form.

Public Liability Insurance (Please note ALL Walter Reid Cultural Centre bookings require a copy of your public liability insurance and indemnity statement. Rockhampton Regional Council must be noted as an interested party on the Certificate of Currency and the level of cover must be \$20 million.)

Name of insurer:

Policy number:

Policy limit:

Expiry date:

Supporting Documentation

Your booking is not confirmed until all relevant supporting documentation, including a signed contract, has been received with the applicable deposit and relevant approvals given. If your booking is accepted, written approval will then be provided. Do not publicly advertise your event until booking approval has been given.

Attached	Pending	Not Applicable	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Cover for Public Liability Insurance to the minimum value of \$20 million and noting Rockhampton Regional Council as an interested party
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Risk Assessment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Liquor Licence (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Council approval of a designated liquor consumption area (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of Community Fee eligibility (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Debtor Credit Account Application Form (if invoice required)

Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.

Name:

Signature:

Date: