

# Community Centre Booking Request Form



**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 would like to hire one of Council's community centres. Community centres can be used for multiple purposes, for example bingo sessions to a wedding reception. This form must be submitted to Council no later than four weeks prior to the event/hire.

P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [rockhamptonregion.qld.gov.au](http://rockhamptonregion.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

<b>Applicant Details</b> <i>(applicant details must be the same as shown on the public liability insurance)</i>			
Organisation name:		ABN/ACN:	
Contact name:		Preferred contact number:	
Postal address:			
Email: <i>(Council will email approvals where applicable)</i>			
<b>Hire Details</b>			
Event/hire description:			
Event/hire date/s:			
Anticipated attendance:			
Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm		Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm	
Frequency of hire: <input type="checkbox"/> One off event <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly			
<b>Community Centre</b>			
<input type="checkbox"/> Gracemere Community Centre – please specify area: <input type="checkbox"/> Main Hall <input type="checkbox"/> Meeting Room 1 <input type="checkbox"/> Meeting Room 2 <input type="checkbox"/> Meeting Room 3		<input type="checkbox"/> Customs House (upstairs) – please specify area: <input type="checkbox"/> All Areas <input type="checkbox"/> Function Room <input type="checkbox"/> Balcony <input type="checkbox"/> East Long Room	
<input type="checkbox"/> Rockhampton Museum of Art – please specify area/s and event style/type: Area: <input type="checkbox"/> Program/Meeting Rooms <input type="checkbox"/> The Deck <input type="checkbox"/> The Foyer and Long Gallery Style/Type: <input type="checkbox"/> Classroom style <input type="checkbox"/> Theatre style <input type="checkbox"/> Workshop <input type="checkbox"/> Cocktail style <input type="checkbox"/> Seated event <input type="checkbox"/> Other:			
<input type="checkbox"/> Bauhinia House – is aircon hire required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Schotia Place – is aircon hire required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Calliungal Youth Centre – ‘The Green Shed’ <i>(not for profit community organisations or government funded agencies or programs only)</i>			
<input type="checkbox"/> Mount Morgan School of Arts			
<b>OFFICE USE ONLY</b>	Date lodged:	Amount paid:	Receipt number:
	Date paid:	CSO:	Booking reference: BOOK/HALL/

## Food and Alcohol Details (a food business licence and liquor licence may be required)

What food will be served or sold? (The [List of Food Vendors/Stall Holders Form](#) must be completed if food is being sold)

Caterer name (if applicable):

Contact details:

Will alcohol be served or sold?     Yes     No

(If alcohol is being sold, contact the [Office of Liquor and Gaming](#) for relevant permits. Supporting documentation must be supplied to Council. Please note, liquor self-assessable exemptions will not be accepted by Council.)

## Public Liability Insurance

Rockhampton Regional Council must be noted as an interested party on the Certificate of Currency and level of cover must be \$20 million. Please note public liability is only required under certain circumstances. If required, Council will contact the hirer to obtain a copy.

## Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- |  |   |
|--|---|
| <input type="checkbox"/> Public Liability Insurance <small>(if applicable)</small> | <input type="checkbox"/> Liquor Licence <small>(if applicable)</small>                          |
| <input type="checkbox"/> Food Business Licence <small>(if applicable)</small>      | <input type="checkbox"/> List of Food Vendors/Stall Holders Form <small>(if applicable)</small> |

## Declaration

In making an application to hire the community centre, the hirer acknowledges and agrees:

- To abide by the terms and conditions of hire and will pay the balance of hire fees as set out in Council's [Fees and Charges Schedule](#). Bookings will not be confirmed until full payment is received at least 10 days prior to the event/hire.
- To comply with all operating instruction manuals provided and ensure that use of equipment is undertaken in accordance with responsible work practices at all times.
- That any designated officer or employee of Council shall, at all times, be entitled to access the centre for the purpose of inspection relating to Council business.
- That Council, where applicable, will hold the security deposit/bond for the hire period and may apply the whole or part of the bond at any time against monies due but unpaid for any expenses, loss, damage or cleaning costs incurred by Council as a result of the failure of the Hirer to comply with their obligations.
- That Council reserves the right to cancel a booking in the event of a requirement of the centre for an emergency situation.
- To be responsible for Council's costs of repairing or replacing any damage to Council's property caused during the hire period.

### Acknowledgement:

The application must be in the name of the organisation (incorporated), company (with registered ACN) or the individual/s taking responsibility for management of the hire and must also be the holder of the public liability insurance.

I acknowledge and understand that I am responsible for the safe evacuation of all persons from within the building in the event of a fire or other emergency situation. I also agree to follow all emergency instructions provided in the Hire Agreement provided by Council, including the appointment of evacuation personnel as required.

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:

## Fees and Charges

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

## Payment Information

**In person** | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

**By phone** | Customer Service will contact you regarding payment via credit card or debit once this form is received.

**By post** | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.