

**COOTAMUNDRA TOWN HALL
FACILITIES QUOTE 2023/2024**

Name Applicant _____

Name of Organization: _____

Name Insurance held in: _____

Company Insurance held with: _____

*******MUST BE SUPPLIED WITH FINAL PAYMENT OR BOOKING
WILL NOT BE FINALISED***

Address of Applicant: _____ Contact _____

Phone Number: _____ Mobile: _____ Date of _____

Function: _____ Type of Function: _____

Dates & times for Set up: _____ Dates & times for Rehearsals: _____

Approx. No.of Guests/Audience: _____

****PLEASE NOTE; IF THE BAR AREA IS HIRED A LIQUOR LICENCE MAY BE REQUIRED.**

VENUE	Cost Per Day	No. of Days	Tot
Town Hall	\$688		\$
Town Hall & Bar	\$883		\$
Town Hall & Civic Hall	\$963		\$
Town Hall & Civic Hall & Bar	\$1122		\$
Town Hall & Civic Hall & Kitchen	\$1122		\$
Town Hall Civic Hall Bar & Kitchen	\$1405		\$
Civic Hall & Kitchen	\$688		\$
Set up/ Rehearsal- Price Dependent on time and facilities required—Refer Attached	\$	Hours/Days required	\$
Piano (MUST REMAIN ON STAGE)	\$102		\$
Closure of Council Car Park	\$216		
Additional requirements to above will be charged on an "At Actual Cost basis"	\$		\$
TOTAL AMOUNT:	\$		\$
LESS ADJUSTMENTS-COMMUNITY DISCOUNT	\$		\$-
TOTAL BOOKING FEES	\$		\$
LESS DEPOSIT- 50% TO BE PAID AT TIME OF BOOKING-(Booking will be held for 4 weeks as "tentative" and then cancelled if deposit is not received)	\$		\$
BALANCE OWING: MUST BE PAID IN FULL 6 WEEKS PRIOR TO EVENT – IF BOOKING IS MADE WITHIN 6 WEEKS FULL PAYMENT MUST BE PAID AT TIME OF BOOKING	\$		\$ ****

PLEASE SEE OVER PAGE

PLEASE INDICATE IF YOU REQUIRE ANY OF THE FOLLOWING:

Change rooms	Yes	No
Lighting System	Yes	No
PA System	Yes	No
Stage area	Yes	No
Table & chair setup	Yes	No
Theatre seating setup	Yes	No
Additional Requirements		

OFFICE USE ONLY

Entered in CalendarInitials.....

Customer Advised of all Conditions Above.....

Deposit Received (Y/N) Receipt Number.....Amount \$.....

Balance Owing -Diarised For Follow

Up...../...../.....Init.....Amount \$.....

Balance Received.\$...../...../.....Init.....

Written Request received regarding Community Discount.....

Insurance - Certificate of Currency received.....

Confirmation Letter sent.

Copy given to Town Hall Caretaker.....

