



Cootamundra-Gundagai Regional Council - Town Hall Organisations/Fundraisers Agreement

Organisation:

Contact Name: Phone:

Address:

Date of function

Conditions of hire

1. Bookings will only become effective when a deposit is paid. A minimum deposit of 50% of total hire costs is required. Bookings will be held as “tentative” for four weeks without deposit being paid and then will be cancelled. Full fees are required to be paid 6 weeks prior to the event.
2. Bookings made within 7 days of the event require payment by either cash or bank cheque.
3. If a cancellation is made more than 6 weeks prior to the event, a full refund will be given. Cancellations received after this time will incur a charge of 50% of the full fee.
4. Keys are available from the Council Cootamundra office between 9am and 5pm Monday to Friday, (after full payment has been received). If you are unable to pick up keys within these hours alternative arrangements may be made and additional costs may be incurred. Keys should be returned by noon on the first working day after the function
5. The premises must be cleaned and left in a tidy condition e.g. all food scraps, containers, bottles, cans, papers and decorations shall be collected and removed or placed in bins provided outside the hall.
6. The hall must be completely vacated by 12 noon on the day following completion of the booking unless prior arrangements have been made with Council.
7. Alcoholic drinks shall only be prepared and served from the bar and all food is to be prepared in the kitchen
8. Bar, kitchen and all equipment used for preparation and serving of food and drink must be cleaned and stored correctly.
9. No pins or nails are to be fixed into walls. Decorations are to be fixed with tape or blue-tack and any residual marks must be removed.
10. No amplified music is to be played after midnight. All persons are to leave in an orderly manner by 1am.
11. Turn off the air conditioner, lights, music system and lock and secure all doors when leaving the premises.
12. No smoking is permitted in the hall or any Council building.
13. Arrangements must be made through the Council offices to meet with the Town Hall caretaker at least **5 days prior to the event**. This must be done in business hours to undergo training in the operation of Town Hall facilities and to discuss the set up of your event.
14. Located in the wings of the Town Hall stage are two 40 Amp 3 Phase 5 pin (Clipsal 56 Series) switched socket outlets used to supply lighting and sound equipment. If you wish to use these outlets, please notify Council when making your booking, or as soon as possible after booking. Adaptors to suit alternative plugs/outlets etc. must be supplied by the hirer.
15. Please be advised that any cost charged by Council approved Security Company or NSW Fire and Rescue for negligent activation, intentional misuse or frivolous actions causing the alarms to be activated will be passed on to the hirer. These costs can be in excess of \$1,000.00. In this regard it is important to advise Council of any equipment or items being used that may trigger the Fire Monitoring System, such as smoke machines, candles or equipment that may produce excess heat or smoke.

PLEASE SEE OVER PAGE

16. Organisations must present Council with a copy of a certificate of currency for public liability insurance with a minimum cover of \$20 million with final payment .

Failure to comply with the above conditions will mean a forfeiture of deposit.

I/We agree to abide by all the conditions of hire by the Council, at the time of the function.

\$20 million insurance cover provided Date

Signed:..... Date:

Office use only

Deposit \$..... Receipt No: Date:

Total Amount:/Balance \$..... Receipt No: Date:

Copy of Facilities Quote given to applicant Date.....

Insurance Certificate Received.....

If Not Received Date to Follow Up

Confirmation letter sent

Additional Comments

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