

APPLICATION FOR HIRING GOULBURN HISTORIC WATERWORKS



I hereby make application to hire the Goulburn Historic Waterworks as follows:

ORGANISATION/NAME

APPLICANTS (HIRER'S) ADDRESS

Contact no/s:

Email address:

TYPE OF FUNCTION.....

FUNCTION DATE **DAY**

COMMENCING AT **CONCLUDING AT**.....

NO'S ATTENDING..... **CLEAN UP DATE**.....

I would like to hire the following areas (please tick):

<input type="checkbox"/> Hire of grounds only for wedding photos	\$52.00
<input type="checkbox"/> Hire of grounds for large event eg wedding ceremony and/or reception	\$220.00
<input type="checkbox"/> Hire of Pumphouse for photos only – 1 hour mas (Council staff need to be present)	\$60.00
<input type="checkbox"/> Hire of café (at discretion of Council)	\$65.00
<input type="checkbox"/> Cleaning & damages deposit for large function (to be determined by Council)	\$100.00
<input type="checkbox"/> Other	

Fees current 2010/11 Financial Year – subject to change

Note: motor vehicles are not permitted on grassed areas, unless prior permission is given by Council. We suggest you advise your guests to park in the upper car park only.

You will be sent confirmation of your booking when your completed application, risk assessment and copy of public liability insurance (required for Incorporated Bodies, Sporting Clubs or Associations of any kind, Commercial or Profit Making activities) has been received by Council. An invoice can be sent separately if required.

PLEASE SEE OVER FOR IMPORTANT BOOKING CONDITIONS AND RESPONSIBILITIES

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CONDITIONS AND RESPONSIBILITES IN RELATION TO HIRING A COUNCIL FACILITY:

I, the hirer, as stated over, undertake to be responsible for the following:

1. Prompt payment of the hire fee, as fixed by Council, for use of the venue and for the payment of any other charges arising out of my booking including the cost of repairing any damage to the premises, fixtures or fittings and extra cleaning.
2. Leaving the venue and all amenities in a clean and tidy condition with all rubbish placed in the receptacles provided.
3. Payment of a cleaning/damage deposit should this be required. I acknowledge that this deposit is fully refundable when a satisfactory inspection of the premises has been carried out after the event.
4. Providing a copy of the appropriate public liability insurance. Council's casual hirer's insurance policy will cover casual hirers of any facilities owned by Goulburn Mulwaree Council (other than Incorporated Bodies, Sporting Clubs or Associations of any kind, Commercial or Profit Making activities).
5. To ensure the safety of the public, guests and Council staff a risk assessment identifying potential hazards and how those hazards should be addressed is to be prepared and a copy attached to this application.
6. All electrical appliances, leads and equipment have been tagged and tested by a licensed electrician within the past 12 months.
7. Goulburn Mulwaree Council has adopted a Sun Safe Policy, a copy of which is available on request.
8. Goulburn Mulwaree Council has adopted a Smoke Free Environment Policy, a copy of which is available on request, as per the Smoke Free Environment Act 2000. In addition to the legislative requirements Council is implementing the following: smoking is banned within 10 metres of all children's playground equipment.
9. Nothing should be driven into the ground within one (1) metre of the underground power cable. Please familiarise yourself with the location of the marked underground power cable BEFORE erection of a marquee.

The appropriate key (s) can be collected from Customer Service. Please note non-return of keys will result in a charge of \$50.

Signature Date

Hire Fee	(GwatWorks/Other PJ1434011429)	\$.....
Cleaning/Damage Deposit	(GDamage/clean/dep GL1995302)	\$.....
Other		\$.....
TOTAL		\$.....

Office Use Only

Receipt No..... Amount Paid..... Date.....