



**APPLICATION FOR HIRING COUNCIL EVENT HALLS**

**1) EVENT INFORMATION**

**CLIENT NAME:** .....

**ORGANISATION:** .....

**CONTACT PERSON:** ..... **MOBILE:** ..... **EMAIL:** .....

**EVENT NAME:** .....

**DATE (S):** ..... **Timing:** .....

**TYPE OF EVENT:**

PRIVATE FUNCTION  CORPORATE FUNCTION  POLITICAL FUNCTION

OTHER (Please specify):

**VENUE REQUESTED:** .....

FOOD, BEVERAGES AND KAVA WILL BE SERVED: Yes  No

ALCOHOLIC BEVERAGE WILL BE SERVED: Yes  No

**Please note: Our venues are not permitted for consumption of alcohol. (Special permit would need to be applied by event organiser / hirer for use of Alcohol from relevant departments)**

**DETAIL OF THE EVENT**

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**DETAIL OF PROGRAM**

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**DETAIL SET UP OF EVENT (Staging, Tables, Chairs, etc.)**

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**OTHER RELEVANT INFORMATION**

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2) **FACILITY SET UP** - .....

NUMBER OF TABLES..... NUMBER OF CHAIRS .....

SOUND SYSTEM..... LIGHTING .....

SET UP REQUIRED.....

**TERM AND CONDITIONS**

- a) Full upfront 100% of the hire fees must be paid to the SCC cashier to secure and receipt copy to be emailed to the SCC properties officer to approve and confirm booking.
- b) Booking form before payment needs to have the signature of approval by the SCC properties officer.
- c) All fees and charges are subject to regular review.
- d) The hirer and users of Council facilities must abide by the facility specific rules and regulations as provided in writing or verbally by the Council. The Council reserve the right to cancel any event for breach of facility rules and regulations.
- e) **NO** nailing or staple pins on the walls, building structures and furniture.
- f) **NO** eating of Chewing Gums when entering Council facilities.
- g) **NO** construction of any kind on the Turf of Albert Park
- h) Hirer must clear all rubbish during and after the event.
- i) Any sale of food and drinks in the Council facility must comply with the requirements of the Food Safety Act 2003.
- j) The Council will not be liable for any personal damage or loss sustained by the facility hirer or its attendees/users before, during and after the event.
- k) The council reserves the authority to stop or cancel the event at any time it feels hirer / program is in violation of the user terms and condition of the facility.

3) **DECLARATION**

I .....

Hereby declare that I have read and understood the above terms and conditions and I will abide by the above terms and conditions of the use of the Council facilities.

**SIGNED** ..... **DATE**.....

**WITNESS**

FULL NAME .....SIGNED.....DATE.....

**VERIFIED BY:**

**SIGNED** .....**DATE**.....

**Events, Communications / Properties Officer**  
**CEO Department**

**APPROVED BY:**

**SIGNED** .....**DATE**.....

**ACEO**