



TRIM Reference: \_\_\_\_\_

## GERALDTON MULTI-PURPOSE CENTRE VENUE USE APPLICATION

### PART 1: ORGANISATION AND CONTACT DETAILS

Organisation/Individual to be invoiced: \_\_\_\_\_

Is your Organisation a registered Non-Profit? \_\_\_\_\_

 Yes No

ABN: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

### PART 2: BOND REFUND *Account Name must match organisation/individual listed above.*

Account Name: \_\_\_\_\_

BSB Detail: \_\_\_\_\_

Account Number: \_\_\_\_\_

*Bonds cannot be refunded to a credit card. Bonds can only be refunded to a bank account or via cheque.*

### PART 3: FUNCTION DETAILS

Room Type:      Function Room     Meeting Room     Seminar Room 

Type of Function: \_\_\_\_\_

Ticketed Function:     Yes     No

Cost of Ticket:    \$

Number of Attendees: \_\_\_\_\_ *please refer below for maximum room capacity.*

STYLE	BANQUET	U-SHAPE	THEATRE
Seating Set-Up			
Function Room	80	80	120
Meeting Room	25	25	40
Seminar Room	-	12	12

**SET-UP**

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

Finish Time: \_\_\_\_\_

**FUNCTION TIME**

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

Finish Time: \_\_\_\_\_

**PACK-DOWN**

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

Finish Time: \_\_\_\_\_

**Please Note:** Alarms will be disengaged for the times listed above, please ensure you have allowed enough time for set-up and break down of your function.

**PART 4: FOOD AND BEVERAGES**

Will Alcohol be consumed?  Yes  No

Will Alcohol be sold?  Yes  No

Will Food be sold?  Yes  No

It is the responsibility of the Function Organiser to ensure all appropriate permits and licences have been applied for and submitted to the City of Greater Geraldton within the required timeframes.

**PART 5: FINANCIAL**

Council sets Fees and Charges annually; all prices include GST and are priced on a daily or half-daily rate. Please refer to the City's website for the [Schedule of Fees and Charges](#).

**DEFINITIONS OF ORGANISATIONS**

- Commercial:* Commercial organisation, business or society; or private functions such as weddings, parties, etc.
- Community (Fee for Service):* Community based association and/or organisations charging a fee for service or tickets. For example, non-profit associations and/or service organisation charging a fee for service, ticketed event for sports, educational institutions events.
- Community (Non-Profit):* Community based service organisations entirely conducting a non-profit event, e.g. church, service club, government agency.

**PART 6: INDUCTION**

You will be sent a link to a video induction covering topics such as emergency exits and routes, muster points, location of fire extinguishers and first aid kits and what to do in an emergency. The induction video will also explain the use of equipment available in the room.

**PART 7: FLOOR PLANS**

Please refer to the [floor plan](#) for the room layout and measurements of the room.

## **PART 8: TERMS AND CONDITIONS**

- The hirer agrees to view in full the venue induction video provided by the City and confirms they have understood every part of it. Where any information is unclear, the hirer agrees to contact the City's Events and Venues Bookings Officer for clarification prior to the function.
- The hirer is fully responsible for the function and its attendees and indemnifies the City in the case of an accident occurring.
- The hirer is fully responsible for the public liability insurance to cover the event/function.
- The hirer is fully responsible for ensuring all appropriate licences are obtained and all conditions of the Liquor Control Act 1988 are complied with if alcohol is either consumed or sold on City property.
- The hirer is fully responsible for ensuring all appropriate permits are obtained if food is being sold.
- The hirer is fully responsible for ensuring all sub-contractors are certified by the Australian Workplace Standards and hold the appropriate licences and insurances to safely carry out their work.
- No smoke machines or pyrotechnics are to be used in the GMC function spaces and smoking is prohibited throughout the venue.
- The hirer is fully responsible for setting up and breaking down their function, this includes tables, chairs, decorations, crockery/cutlery, etc.
- The hirer is fully responsible for providing their own catering and beverages, including coffee, tea, milk and sugar.
- The hirer is responsible for bringing technical equipment, including connections for the HDMI inputs for the projectors and TV screens that are available within the rooms. It is highly recommended to test all equipment before your function/event begins to avoid disruptions.
- After the function, all glassware, crockery, cutlery, and any other equipment used from the venue is to be washed/cleaned and put away in the appropriate area.
- All rubbish is to be disposed of in the waste disposal compound and floors are to be swept with spillages mopped up. If the venue hire conditions are not adhered to a cleaning fee will be incurred and deducted from the bond.
- All suppliers of the hirer are to remove equipment from the venue immediately after the event unless prior arrangements have been made with the Bookings Officer.
- All doors, windows and gates are to be closed and locked upon departure.
- Clear access times to the venue will be negotiated and alarms adjusted accordingly. If alarms are activated due to the fault of the hirer, the security call out fee will be deducted from the venue hire bond.
- The City reserves the right to decline a venue hire application that is considered to be a long term and/or recurring commercial booking, in order to maintain competitive neutrality and to ensure that the City acts in support of the local business sector.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please submit completed applications to [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au)**

## **OFFICE USE**

Date Received: \_\_\_\_\_

Approved:  Yes  No

Officer: \_\_\_\_\_