



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

## GERALDTON MULTIPURPOSE CENTRE COVID-19 BOOKING FORM

### PART 1: ORGANISATION AND CONTACT DETAILS

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

Is your Organisation a registered Non-Profit?  Yes  No

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

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

Telephone No: \_\_\_\_\_ *Organisation Contact Number*

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

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

Mobile Number: \_\_\_\_\_ *Contact Person Mobile Number*

### PART 2: COVID-19 TERMS AND CONDITIONS

- All attendees will need to ensure they are avoiding close contact with others & implementing the 2sqm per person
- All attendees will need to ensure they are practising Healthy Hygiene - Wash your hands regularly, Cover your mouth / nose when you cough / sneeze
- If any attendees feel unwell, please do not enter the venue and seek medical advice
- The hirer is fully responsible to ensure all attendees have been made aware of the COVID-19 terms and conditions prior to arrival at the venue.

Po Box 101 Geraldton WA 6531

**Geraldton Civic Centre** T 08 9956 6600 F 08 9956 6674

**Mullewa Office** T 08 9956 6643 F 08 9961 1206



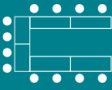

**E** council@cgg.wa.gov.au **W** www.cgg.wa.gov.au

**ABN** 55 907 677 173

### **PART 3: COVID-19 PRECAUTIONS**

Including, but not limited to:

- Tables & Chairs will be pre-set in each room to ensure social distancing is in place
- Professional cleaning of the venue will take place after each hire
- Tissues, hand sanitizer's and antiseptic wipes will be made readily available in each room including ablution blocks
- Rubbish bins with lids will be available in each of the venues rooms
- There will be one door for entry & one for exit for each room
- There will be allocated ablution blocks for each room
- Safe work Australia Signage will be displayed throughout the venue including signage for pedestrian flow, for more information, please refer to [COVID-19 Signage & Posters](#)

| <b>COVID-19 CAPACITY NUMBERS</b> |   |   |   |   |
|----------------------------------|---|---|---|---|
| <b>STYLE</b>                     | <b>BANQUET</b>  | <b>BOARDROOM</b>  | <b>U SHAPE</b>  | <b>THEATRE</b>  |
| <b>Seating Set-Up</b>            |  |  |  |  |
| Function Room                    | 40  | 40  | 40  | 40  |
| Meeting Room                     | 10  | 10  | 10  | 10  |
| Seminar Room                     | 7   | 7   | 7   | 7   |

**Please note:** All above numbers take into account the required 2sqm per person social distancing

## **PART 4: BOND REFUND**

*(Account name must match organisation/individual listed above)*

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

BSB: \_\_\_\_\_ Account No: \_\_\_\_\_

## **PART 5: FUNCTION DETAILS**

Proposed Room: \_\_\_\_\_

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

One-Off Function:  Yes  No If NO, frequency of the Function: \_\_\_\_\_

Ticketed Function:  Yes  No Cost of Ticket: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

### **Function set up:**

Date \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm Finish Time: \_\_\_\_\_ am/pm

Function time

Date \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm Finish Time: \_\_\_\_\_ am/pm

Function pack down

Date \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm Finish Time: \_\_\_\_\_ am/pm

**Please Note:** The room set up and pack down is the responsibility of the hirer. Should you require set up or pack down days they are charged at \$200 & limited to 2 hours.

## **PART 6: 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. Please refer to [E011 – Consent to consume Alcohol on Council property](#).

## **PART 7: FINANCIAL**

Council sets Fees and Charges annually; all prices include GST and are priced on a 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.

## **PART 8: INSPECTION**

The Events and Venues Officer will advise you when your inspection will take place prior to the function. Please ensure that if the function is over 50 people that two (2) authorised people for the event attend the induction. The induction should take no longer than 30 minutes; however, this is dependent on the complexity of the function.

## **PART 9: FLOOR PLANS**

Please refer to the [floor plans](#), which will assist you in the site plan or layout of your function.

## **PART 10: TERMS AND CONDITIONS**

- The hirer is fully responsible to ensure all appropriate licences if alcohol is either consumed or sold on City property.
- The hirer is fully responsible to ensure all sub-contractors are certified by the Australian Workplace Standards.
- The hirer is fully responsible to ensure all appropriate permits are obtained, if food is being sold.
- The hirer is fully responsible for the setting up and breaking down of their function; this includes tables, chairs, decorations, crockery/cutlery etc.
- The hirer is fully responsible for ensuring all glassware, crockery and cutlery used from the venue are washed and put away in the storage area.
- Rubbish is to be disposed of in the waste disposal compounds & floors are to be swept with spillages mopped up. If the venue hire conditions are not adhered to a cleaning fee will be incurred & 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 booking officer.

- The hirer is responsible for the function and indemnifies the City in the case of an accident occurring. Proof of hirers insurance as detailed in the terms and conditions must be provided.
- The hirer is fully responsible for the public liability insurance to cover the event/function.
- No smoke machines or pyrotechnics are to be used in the GMC function spaces.
- As part of the induction process, clear access times to the venue will be negotiated and alarms adjusted accordingly.
- The hirer is fully responsible to ensure all technical equipment is brought along including connections for the HDML inputs for the projectors & TV screens that are available within the rooms. It is highly recommended to test all equipment before your function/event begins to avoid disruptions.

Signature

Date

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

## OFFICE USE

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

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

Approved/Declined: \_\_\_\_\_

Induction: \_\_\_\_\_