

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

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

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

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

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

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

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

BSB Detail: \_\_\_\_\_ Account Number: \_\_\_\_\_

## PART 3: FUNCTION DETAILS

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

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

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

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

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

### FUNCTION SET-UP

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

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

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

### FUNCTION TIME

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

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

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





### FUNCTION PACK-DOWN

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

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

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

**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 \$200.00 and are limited to 2 hours.

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

**Please Note:** Additional COVID-19 restrictions may be introduced at any time and the venue capacity is subject to change according to official advice by the Chief Health Officer.

## 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.

Please refer to [E011 – Consent to Consume Alcohol on Council Property](#).

## PART 5: 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 agency.

## PART 6: INDUCTION

The Events and Venues Booking Officer will advise you when your inspection will take place prior to the function. Please ensure 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 7: FLOOR PLANS**

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

## **PART 8: COVID-19**

- All attendees are required to comply with any current COVID-19 State Regulations that are in place at the time of the function.
- All attendees are required to use the SafeWA sign-in app or complete the paper sign-in sheet, when using the venue.
- All attendees will need to ensure they are avoiding close contact with others.
- 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.
- Additional COVID-19 restrictions may be introduced at any time according to official advice by the Chief Health Officer.

## **PART 9: TERMS AND CONDITIONS**

- The hirer is fully responsible to ensure all appropriate licences are obtained 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 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 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 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.

- 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  
Induction: \_\_\_\_\_ Events Officer: \_\_\_\_\_