



TRIM Reference: _____

GERALDTON MULTI-PURPOSE CENTRE BOOKING FORM

PART 1: ORGANISATION AND CONTACT DETAILS

Organisation/Individual to be invoiced: _____

ABN: _____ ANCN: _____

Is your Organisation a registered Non-Profit? Yes No

Address: _____

Telephone Number: _____ Organisation Contact Number

Contact Person: _____

Position: _____

Address: If different to Organisation _____

Email Address: _____

Mobile Number: _____ Contact Person Contact Number

PART 2: BOND REFUND

Account Name: _____

BSB: _____ Account Number: _____

PART 3: FUNCTION DETAILS

Proposed Space(s): _____

Type of Function: _____

Proposed Date(s) of Function: _____

Proposed Date(s) for Set-Up and Pack Down: _____

One off Function: Yes No If NO, frequency of the Function: _____

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

No. of Guests: _____

STYLE	CABARET	BOARDROOM	THEATRE	COCKTAIL
Seating Set-Up				Standing
Alfresco Area	-	-	-	70
Function Room	120	120	120	120
Meeting Room 1 & 2	25	25	25	-
Stow Gardens	-	-	-	5000

Please Note: the room set-up is the responsibility of the hirer.

PART 4: FUNCTION PROGRAM

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

PART 5: EQUIPMENT REQUIRED

Please insert the amounts required in the boxes provided. The equipment required will be located in the function space hired. All equipment must be returned in the same way received.

TABLE AND CHAIRS	QTY
Trestle Tables (1.8m)	
Round Tables (1.5m – seat 8)	
Banquet Chairs	
Stackable Chairs	
GLASSWARE	QTY
Tumbler/Water Glasses	
Red Wine Glasses	
White Wine Glasses	
Champagne Flutes	
Water Jugs	
TECHNOLOGY	QTY
Projector and Screen	
Lectern	
Wireless Presenter	
HDMI/VGA Cord	
AVAILABLE TO HIRE AT ADDITIONAL CHARGE	
Lap-Top Computer	

CUTLETRY AND CROCKERY	QTY
Bread Plates	
Entrée Plates	
Dinner Plates	
Tea Cups and Saucers	
Coffee Mugs	
Entrée Knife	
Entrée Fork	
Main Knife	
Main Fork	
Soup Spoon	
Dessert Spoon	
Tea Spoon	
Serving Spoons	
Bain Marie	
Oil Burners	
Wine Coolers	

PART 6: FOOD AND BEVERAGES

Will Alcohol be consumed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will Alcohol be sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will food be sold?	<input type="checkbox"/> Yes <input type="checkbox"/> 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. If alcohol is consumed the event organiser will need to ensure that they have security in place.

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 organisations, society or incorporated body for profit or business.

Social Function

A community member's celebration of a birthday, engagement or such social function.

Community (Fee for Service)

Community based association and/or organisations charging fees or service tickets e.g. Ticket fees sold for sport, educational institutions Functions, etc.

Community (Free)

Community based service organisations entirely conducting a non-profit function e.g. Church, service club, government, educational institutions where no fee for service or ticket function exists.

PART 8: INDUCTION

The Booking Officer will advise you when your induction 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 for 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 are washed and returned to the storage rack.
- Rubbish is to be disposed of in the waste disposal compounds, floors are to be swept, and spillages mopped up.
- All suppliers of the hirer are to remove equipment from the venue within the approved time-frame.
- The hirer is responsible for the function and indemnifies the City in the case of an incident occurring. Proof of hirers insurance as detailed in the terms and conditions must be provided.
- If the terms and conditions are not adhered to, a cleaning and removal fee will be incurred and deducted from the bond.

- The hirer is fully responsible for the public liability insurance to cover the event/function.

I the hirer accept the terms and conditions of the venue hire application form and everything I have said is true.

Signature: _____

Date: _____

Please submitted completed applications to council@cgg.wa.gov.au.

OFFICE USE ONLY

Date Received: _____

Events Officer: _____

Approved: _____

Declined: _____

Induction: _____

Equipment: _____

Finance: _____

Officer's Signature: _____