



TRIM Reference: _____

GERALDTON MULTI-PURPOSE CENTRE 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: BOND REFUND *(Account name must match organisation/individual listed above)*

Account Name: _____

BSB: _____ Account No: _____

PART 3: FUNCTION DETAILS

Proposed Space: _____

Type of Function: _____

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

Ticketed Function: Yes No Cost of Ticket: _____

Number of Guests: _____

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 and pack down days this is charged at \$200 per day.



STYLE	CABARET	BOARDROOM	THEATRE	COCKTAIL
Seating Set-Up				Standing
Function Room	80	80	120	120
Meeting Rooms	25	25	40	40
Boardroom	-	12	-	-
Stow Gardens	-	-	-	5,000

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.

PART 6: 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 7: FINANCIAL

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

PART 8: 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 full 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 timeframes.
- 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.
- 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.
- No smoke machines or pyrotechnics are to be used in the GMC function spaces.

Signature

Date

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

OFFICE USE

Date Received: _____

Events Officer: _____

Approved/Declined: _____

Induction: _____

Officer's Signature

Date