



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

# GERALDTON MULTIPURPOSE 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
<b>Seating Set-Up</b>			
Function Room	80	80	120
Meeting Room	25	25	40
Boardroom	-	12	-

## 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: FLOOR PLANS

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.

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Signature

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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: \_\_\_\_\_

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Officer's Signature

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Date