

Cultural Precinct Venue Booking Form

LAST UPDATED 2 JUNE 2020

Date:

EVENT ORGANISER DETAILS

Name(s):

Organisation Name:

Mailing Address:

Telephone: Mobile:

Email:

EVENT DETAILS

Event Name(s):

Estimated number of people attending the event/function:

Event Type: Commercial Event Community Event *(Not for Profit, documentation may be required – see p. 6)*

Hiring Date(s): / / TO / /

	DAY(S)	TIME (START/FINISH)
1	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun / / <input type="checkbox"/> am/ <input type="checkbox"/> pm TO <input type="checkbox"/> am/ <input type="checkbox"/> pm
2	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun / / <input type="checkbox"/> am/ <input type="checkbox"/> pm TO <input type="checkbox"/> am/ <input type="checkbox"/> pm
3	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun / / <input type="checkbox"/> am/ <input type="checkbox"/> pm TO <input type="checkbox"/> am/ <input type="checkbox"/> pm
4	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun / / <input type="checkbox"/> am/ <input type="checkbox"/> pm TO <input type="checkbox"/> am/ <input type="checkbox"/> pm
5	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun / / <input type="checkbox"/> am/ <input type="checkbox"/> pm TO <input type="checkbox"/> am/ <input type="checkbox"/> pm

Do you require a key to access/close the venue: Yes No N/A

VENUE(S) REQUIRED

Town Hall: Hall Gallery (upstairs) Lobby (e.g. selling tickets)

Smithurst Theatre: Theatre Stage Kitchen Dressing Rooms

Civic Theatre: Auditorium Foyer Kiosk Counter Dressing Rooms

Mooki Room:

Creative Arts Centre: Gallery Foyer Meeting Room Studio Room Kitchen
Note: Gallery only available for meetings/workshops/small performances (floor space only). Exhibition enquiries: contact Arts and Cultural Officer on 02 6740 2100.

SETUP/CLEANUP/REHEARSALS

Do the specified hiring dates above include set up times prior to and clean up times after the event/function?
 Yes No *(If no, please advise these times below)*

SET UP & CLEAN UP	TIME (START/FINISH)
<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun / / <input type="checkbox"/> am/ <input type="checkbox"/> pm TO <input type="checkbox"/> am/ <input type="checkbox"/> pm
<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun / / <input type="checkbox"/> am/ <input type="checkbox"/> pm TO <input type="checkbox"/> am/ <input type="checkbox"/> pm

Do you require rehearsals: Yes No *(For extra rehearsal dates/times, please attach an additional page)*

REHEARSAL DAY(S)	REHEARSAL DAY(S)	TIME (START/FINISH)
1	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun / / <input type="checkbox"/> am/ <input type="checkbox"/> pm TO <input type="checkbox"/> am/ <input type="checkbox"/> pm
2	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun / / <input type="checkbox"/> am/ <input type="checkbox"/> pm TO <input type="checkbox"/> am/ <input type="checkbox"/> pm
3	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun / / <input type="checkbox"/> am/ <input type="checkbox"/> pm TO <input type="checkbox"/> am/ <input type="checkbox"/> pm
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5	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun / / <input type="checkbox"/> am/ <input type="checkbox"/> pm TO <input type="checkbox"/> am/ <input type="checkbox"/> pm

VENUE SET UP/PACK UP REQUIREMENTS

Do you require tables for catering only? Yes No If yes, number of tables required:
Please ensure the below section of equipment hire items is completed, including tablecloths, if required.

Seating style: Theatre Seminar U-shape Herringbone Other:

Do you require the venue staff to set up or pack up the venue for you? Set up Pack up
Set up and Pack Up cost is \$66.00 per staff member, per hour. If required please attach a floor map of the room layout.

AVAILABLE SERVICES

SERVICES	COST PER ITEM	TOTAL COST
Set Up <i>(per hour, per staff member)</i>	\$66.00	\$
Pull Down <i>(per hour, per staff member)</i>	\$66.00	\$
Additional cleaning <i>(per hour, per staff member)</i>	\$71.50	\$
Event supervision <i>(per hour, per staff member)</i>	\$60.00	\$
Technical assistance <i>(onsite technician, per hour)</i>	\$60.00	\$

EQUIPMENT HIRE (SUBJECT TO AVAILABILITY)

EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST
Lectern and microphone	\$5.15	\$
<input type="checkbox"/> Data projector and screen <input type="checkbox"/> TV/DVD player	\$10.30	\$
Civic Projector and support (per hour)	\$70.00	\$
Laptop (<i>presentations to be Microsoft format</i>)	\$15.20	\$
Portable PA system (small)	\$30.00	\$
Additional equipment	Full cost recovery	\$
Whiteboard and markers	Inc. with venue hire	\$
Extension leads	Inc. with venue hire	\$
<input type="checkbox"/> Sound Board and/or <input type="checkbox"/> Stage Lighting	Full cost recovery	\$
<i>Sound Board and Stage lighting must be reinstated to default. Available for Civic/Town Hall only. Cultural Precinct staff can provide basic sound & stage lighting. Further assistance will need to be provided by external technician.</i>			
Smithurst Kitchen hire (<i>Use of amenities/cooking facilities inc. urn, pie warmer, oven, microwave oven, fridge, dishwasher – available in the Smithurst Theatre/Creative Arts Centre only</i>)		\$80.00 per day	\$
Gallery Kitchen hire (<i>Use of amenities/cooking facilities inc. urn, pie warmer, oven, microwave oven, fridge</i>)		\$40.50 per day	\$
Chair covers (<i>per item</i>)	\$3.10	\$
Crockery (<i>per setting</i>)	\$1.00	\$
Cutlery and glassware/wine glasses (<i>per setting</i>)	\$1.00	\$
Rectangle Tables (<i>seats 6 – 8 people</i>)	No cost	No cost
Rectangle Table Cloths (<i>per item</i>)	\$5.10	\$
Round Tables (<i>seats 8 – 10 people</i>)	\$10.20	\$
Round Table Cloths (<i>per item</i>)	\$5.10	\$
Sashes/table runners <input type="checkbox"/> black or <input type="checkbox"/> black/white	\$3.10	\$
Table skirting <input type="checkbox"/> black or <input type="checkbox"/> white	\$55.00	\$
Table Setting Package 1: <i>Glassware (Tumblers or Wine), Cutlery setting, Dinner plate, Salt and Pepper per table, Table cloths, Bread plate or Dessert plate or Bowl or Entree</i>	\$7.00	\$
Table Setting Package 2: <i>Glassware (Tumblers or Wine), Cutlery setting, Dinner plate, Salt and Pepper per table, Table cloths, any 2 x Bread plate or Dessert plate or Bowl or Entree, Water canisters per table, Tea and coffee station with crockery.</i>	\$10.00	\$
Table Setting Package 3: <i>Tumblers and Wineglasses, Cutlery setting, Dinner plate, Salt and Pepper per table, Table cloths</i>	\$15.00	\$

EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST
<i>chair Covers, Chair Sashes, Table runner, Bread plate, Dessert plate or Bowl and Entree plate, Water canisters per table, Tea and coffee station with crockery</i>			
Salt and pepper shakers (<i>per pair</i>)	\$1.00	\$
Water/juice canister (<i>per item</i>)	\$1.00	\$
Easels	\$2.00	\$
Pinboard panels	\$2.00	\$
Chairs	No cost	No cost
<i>Please note that dry cleaning of items that are stained will be charged at \$3.10 per item. This is at the discretion of venue staff.</i>		TOTAL COST:	\$

CATERING REQUIREMENTS

Do you require catering? Yes (*please include details below*) No

MORNING TEA	NO. OF PEOPLE	COST PER PERSON	TOTAL COST
Morning Tea (<i>Tea/coffee only</i>)	\$2.00	\$
Morning Tea (<i>Tea/coffee and biscuits</i>)	\$2.60	\$
Morning Tea (<i>Tea/coffee/juice</i>)	\$3.60	\$
Morning Tea (<i>Tea/coffee, biscuits, juice</i>)	\$5.10	\$
Morning Tea (<i>Other e.g. scones/slices. Cost TBA</i>)	TBA	TBA

What time would you like **morning tea** to arrive? am

LUNCH	NO. OF PEOPLE	COST PER PERSON	TOTAL COST
Lunch (<i>e.g. mixed sandwiches, finger food (hot or cold), wraps, other – Cost TBA</i>)	TBA	TBA

What time would you like **lunch** to arrive? pm

AFTERNOON TEA	NO. OF PEOPLE	COST PER PERSON	TOTAL COST
Afternoon Tea (<i>Tea/coffee only</i>)	\$2.00	\$
Afternoon Tea (<i>Tea/coffee and biscuits</i>)	\$2.60	\$
Afternoon Tea (<i>Tea/coffee/juice</i>)	\$3.60	\$
Afternoon Tea (<i>Tea/coffee, biscuits, juice</i>)	\$5.10	\$

AFTERNOON TEA	NO. OF PEOPLE	COST PER PERSON	TOTAL COST
Afternoon Tea <i>(Other e.g. scones/slices. Cost TBA)</i>	TBA	TBA

What time would you like afternoon tea to arrive? pm

Please note any special dietary requirements for morning tea, lunch and/or afternoon tea below:

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Would you like the Cultural Precinct Centre staff to wash-up after your event/function?

Yes *(a \$71.50 per hour, per staff member clean-up fee will be charged)* No

VENUE FEES & CHARGES – 2020/2021

COMMERCIAL – Hire of all venues	Hire cost	Select
Commercial (meetings, training & workshops) per venue		
Per hour	\$55.00	<input type="checkbox"/>
Per half day (<5 hours)	\$170.00	<input type="checkbox"/>
Per full day (>5 hours)	\$350.00	<input type="checkbox"/>
Regular hire tuition space (<10 hours per week) per hour	\$25.00	<input type="checkbox"/>
Regular hire tuition space (>10 hours per week) per hour	\$20.00	<input type="checkbox"/>
Commercial (conferences, balls, special events <100 people) per venue		
Per hour	\$95.00	<input type="checkbox"/>
Per half day (<5 hours)	\$390.00	<input type="checkbox"/>
Per full day (>5 hours)	\$790.00	<input type="checkbox"/>
Commercial (conferences, balls, special events >100 people) per venue		
Per hour	\$105.00	<input type="checkbox"/>
Per half day (<5 hours)	\$450.00	<input type="checkbox"/>
Per full day (>5 hours)	\$890.00	<input type="checkbox"/>

COMMUNITY (not for profit organisations)	Hire Cost	Select
Community groups subsidised, as per council agreement (monthly fee)	\$21.50	<input type="checkbox"/>

COMMUNITY (not for profit organisations)	Hire Cost	Select
Creative Arts Centre (meetings, functions, training & workshops):		
<input type="checkbox"/> Back Gallery <input type="checkbox"/> Front Gallery Foyer <input type="checkbox"/> Meeting Room <input type="checkbox"/> Mooki Room <input type="checkbox"/> Studio Room		
Per hour	\$10.20	<input type="checkbox"/>
Per half day (<5 hours)	\$30.50	<input type="checkbox"/>
Per full day (>5 hours)	\$51.00	<input type="checkbox"/>
The Civic & Town Hall (performances, meetings, workshops, training & conferences)		
<input type="checkbox"/> The Civic <input type="checkbox"/> Town Hall		
Per hour	\$15.40	<input type="checkbox"/>
Per half day (<5 hours)	\$61.00	<input type="checkbox"/>
Per full day (>5 hours)	\$102.00	<input type="checkbox"/>
Town Hall (balls & special events)		
<input type="checkbox"/> Town Hall		
Per hour	\$26.50	<input type="checkbox"/>
Per half day (<5 hours)	\$115.50	<input type="checkbox"/>
Per full day (5 + hours)	\$178.50	<input type="checkbox"/>
Smithurst Theatre (performances, meetings, workshops, training & conferences)		
Per hour	\$12.20	<input type="checkbox"/>
Per half day (< 5 hours)	\$40.50	<input type="checkbox"/>
Per full day (5 + hours)	\$71.50	<input type="checkbox"/>

SERVING OF ALCOHOL – LIQUOR LICENCE

Is alcohol to be served at this event? Yes No

(If yes, please download and complete the [liquor licence exemption for fundraising form](#))

This form needs to be completed and submitted to Gunnedah Shire Council, NSW Police Service (Gunnedah Police Station) and Liquor and Gaming at least 14 days prior to the event, or earlier if possible. Council and/or the NSW Police Service will contact you directly if there are any issues or concern with your application OR;

Please advise us of the licenced venue, name and contact number, who will be undertaking the serving of alcohol at your event:

Licenced Venue: Date of Event: / /

Contact Name: Contact number:

Is your event BYO alcohol? Yes No N/A

We recommend that your organisation still complete the above application and lodge (there is no cost), to ensure that the NSW Police Service and Council have been informed of this event. See above for further details.

SERVING OF ALCOHOL – RESPONSIBLE SERVICE OF ALCOHOL

Please advise the number of people with a Responsible Service of Alcohol (RSA) card:
Please provide a copy of each RSA card. The person must have their card on them at all times whilst serving alcohol.

Do you require a Cultural Precinct staff member with an RSA card? Yes - how many? No N/A
A Cultural Precinct staff member with an RSA card can be provided, if available at \$66.00 per hour, per staff member.

Please advise times (approx.) that RSA staff member(s) are required am/ pm TO am/ pm

SECURITY GUARDS

Note: When holding an event (and serving alcohol) two (2) security guards are required for the first 200 persons attending, then at least one (1) security guard for every 100 persons after that. Security guards are to be organised and paid for by your organisation.

Security guard company:

SPECIAL REQUIREMENTS & OTHER COMMENTS

E.g. disability/accessibility, use of external contractor etc. Please include extra information on a separate page if required.

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TERMS AND CONDITIONS OF VENUE HIRE

1. The Hirer shall pay the hire fee specified, as per invoice from Gunnedah Shire Council by the due date/or finalised variance to quote.
2. The Cultural Precinct expressly reserves the right to revise its fees and charges. However, no revision to fees will occur unless the conditions of hire are altered or unless the contract has been breached.

3. The Cultural Precinct shall not be liable in any way for loss or damage incurred due to the exercise of its rights under clause 2 (above). Whilst no compensation is applicable, the Cultural Precinct may at its own discretion refund any portion of amounts paid on account of fees.
4. The Hirer agrees to comply with all requirements of the NSW Local Government Act and any other relevant act, by-laws, rules or regulations, made hereunder and shall be liable for any breach of any such acts, by-laws, rules or regulations.
5. The Hirer shall be responsible for the cost of making good any damage or loss caused to the objects, buildings, furniture, fittings and equipment arising out of and/or in the course of the Hirer's function.
6. The Hirer shall vacate the premises by the agreed time set out in our written confirmation. Specific arrangements to extend must be confirmed by the Venue Manager or Supervisor on duty. Any extension of time or failure to vacate the premises at the agreed time shall incur an additional fee (as per Fees and Charges Schedule).
7. All hirers must have made all necessary provisions to ensure that the premises are secure during and after venue hire times.
8. The Hirer must leave the premises in a clean condition. Failure to do so will incur additional cleaning charges.
9. Smoking, smoke machines, naked flame, animals etc. are not permitted within the Cultural Precinct buildings, walkways or breezeways. Smoking is not permitted outside of Designated Outdoor Smoking areas (DOSAs)
10. Any goods, properties or materials brought in by or on behalf of the Hirer, are the responsibility of the client. The Cultural Precinct accepts no responsibility for damage or loss of goods or materials left at the premises prior to, during or after the event. All deliveries or collections for events must be arranged with and approved by Event Management prior to delivery or collection.
11. Signs, banners and decorations connected with the event must be approved by the Venue Manager/Supervisor prior to the function. No nails, screws, adhesives or fastenings may be driven into or attached to the walls, doors, glass, floors, furniture, fittings and equipment without the express consent of the Venue Manager on duty.
12. Sound, electrical and lighting equipment must be tagged and tested prior to being brought into the Precinct at the expense of the Hirer.
13. The Hirer must not handle, cover or endanger the building plant or property.
14. The Venue Manager/Supervisor reserves the right to have a representative of the Cultural Precinct on-site for the duration of the event. Any instructions given by the Cultural Precinct's representative in relation to the conduct of the function must be followed immediately. The Cultural Precinct's representative has the authority to terminate the event should any instructions or contract conditions not be observed.
15. Either party reserves the right to terminate the contract. Should the hirer wish to cancel their booking, they may do so by notifying Council in writing at council@infogunnedah.com.au with thirty (30) days' notice. If less than thirty (30) days' notice is received then 50% of the venue hire fee is non-refundable and will be invoiced. If less than seven (7) days' notice is received then the hirer will forfeit 100% of the hire fee. If the Cultural Precinct terminates the contract through no fault or breach of the contract by the Hirer, the Cultural Precinct will refund all monies received from the Hirer for that event.
16. The Cultural Precinct reserves the right to charge a refundable bond.
17. All fees and charges referred to in this Agreement are exclusive of and net of any taxes, duties and/or levies imposed by any Local, State or Federal Government including, but not limited to, any value added goods and services and or transactions tax currently in force or introduced after execution of this agreement.
18. The Hirer is liable for themselves, their employees and any contractors whom they may engage in relation to the event. It is the responsibility of the Hirer to obtain and keep current insurance against such liability during the term of this contract and ensure that all contractors under their direction are similarly insured. Regular hirers are required to provide to Council a Certificate of Currency of their public liability and other insurances in place.
19. The Cultural Precinct facilities are hired on the rules and conditions above mentioned, and the payment for such facilities and the issue of any receipt or confirmation of hire shall be deemed to be an acknowledgment and acceptance by such person of the conditions herein contained.
20. Organisations eligible for discounted community hire rates as per Council's Cultural Precinct Venue Hire Policy (see 3.1) are defined as follows (documentation may be required): The organisation must be local to the Gunnedah Shire; it may also be a local chapter of a larger national or international organisation; and must be a not-for-profit community group or registered charity undertaking an activity that provides genuine community benefit or be a genuine charitable endeavour; or Council has determined by resolution to classify the group as being eligible for the discounted community rate on a one-off or ongoing basis.
21. An invoice will be issued at the end of the month, unless otherwise arranged.

22. One (1) hour minimum venue hire fee

AUTHORISATION/DECLARATION/SIGNATURE

As the signatory of this booking form, I am hereby authorised to enter into this agreement on behalf of the Hirer/Organisation. I have read the Cultural Precinct Venue Booking form and agree to abide by the Terms and Conditions as above.

Applicant Name (print):

Signature: Date:

Your booking is not confirmed until this form is returned to Gunnedah Shire Council via email council@infogunnedah.com.au

Staff from the Cultural Precinct to be contacted at least one (1) week prior to confirm your event and requirements.

Please phone 02 6740 2100.