

APPLICATION FOR HIRE OF STRATHFIELD COUNCIL COMMUNITY FACILITIES

1. Available Facilities

Please indicate which Facility you wish to hire for your activity/event.

Strathfield Town Hall	<input type="checkbox"/> Main Hall & Supper Room (Capacity 250 Theatre Style) <input type="checkbox"/> Supper Room Only (Capacity 100)
Strathfield Community Centre	<input type="checkbox"/> Redmire Meeting Room1 (Capacity 80) <input type="checkbox"/> Airey Meeting Room 2 (Capacity 20) <input type="checkbox"/> Wangal Meeting Room 3 (Capacity 40) Kitchen use – Regular Hirers Only <input type="checkbox"/> Yes <input type="checkbox"/> No
Dutton Community Centre	<input type="checkbox"/> Hall (Capacity 80) <input type="checkbox"/> Meeting Room (Capacity 8) Please note: This venue has limited availability of use
Strathfield Main Library	<input type="checkbox"/> Ironbark Room – Whole Room (Capacity 80) <input type="checkbox"/> Ironbark Room – Half Room with kitchen (Capacity 40) <input type="checkbox"/> Ironbark Room – Half Room with A/V Equipment (Capacity 40) Please indicate if you require A/V Equipment <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Acacia Room (Capacity 8) <input type="checkbox"/> Grevillea Room (Capacity 8) <input type="checkbox"/> Melaleuca Room (Capacity 3)
High Street Community Library	<input type="checkbox"/> Whole Library (Capacity 80) <input type="checkbox"/> Meeting Room 1 (Capacity 40) <input type="checkbox"/> Meeting Room 2 (Capacity 40) Please indicate if you require A/V Equipment <input type="checkbox"/> Yes <input type="checkbox"/> No

If you wish to apply for a Community Rate Subsidy please refer to part 2.6 of Councils 'Hire of Community Facilities Policy' for the criteria.

2. Applicant Details

Name of Applicant – Individual Hirer / Organisation / Group

Title	First Name	Last Name
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Group/Organisation Name		Postcode
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>
Contact Phone Number	Mobile Number	Fax Number
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Postal Address		Postcode
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>
Contact person for your Group/Organisation (if applicable)		Contact Phone No.
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>
Email Address		
<input style="width: 95%;" type="text"/>		
Title/position in group/Organisation of applicant (if applicable)		
<input style="width: 95%;" type="text"/>		

4. B3. Booking Details and Proposed Activities

Type of Booking

- Casual Booking – Less than 10 bookings in a year
 Regular Booking – 10 or more bookings in a year

Day of the Week	Date From	Date To	Time From	Time to
1.	__/__/__	__/__/__	am/pm	am/pm
2.	__/__/__	__/__/__	am/pm	am/pm
3.	__/__/__	__/__/__	am/pm	am/pm
4.	__/__/__	__/__/__	am/pm	am/pm

Number of People Attending ____

Seating

Theatre Style Yes No

If yes, number of chairs required ____

Tables

Banquet Style Yes No

If yes, Tables required ____ Number of chairs per table ____

Type of Activity

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4. Insurance

Do you have Public Liability Insurance to the value of \$10 million?

If **Yes**, please attach a copy of your current Certificate of Insurance Yes No

NOTE: Proof of Public Liability Insurance to the value of at least \$10 million must be provided for use of the Council's Community Facilities. Please attach a current copy of your Certificate of Insurance to your application. If you do not have insurance, a fee for non-insured hirers must be paid for each individual booking to a maximum of 10 bookings.

5. Strathfield Town Hall and Supper Room ONLY - Casual Hirer

Will you be having a live band? (Please tick box) Yes No

If **Yes**, please attach a letter attention to the General Manager requesting permission for live band

Will alcohol be consumed? (Please tick box) Yes No

If **Yes**, please attach a letter attention to the General Manager requesting permission for alcohol to be consumed.

Will you be selling goods? (Please tick box) Yes No

If **Yes**, please attach a letter attention to the General Manager requesting permission to sell goods

6. Strathfield Town Hall ONLY - Equipment and Set Up Required by Casual Hirer

Equipment Available	Quantity Available	Quantity Required
Standing microphone stand	1	
Table microphone stand	2	
Microphone – cordless	1	
Microphone	2	
Microphone lead – 5 m	4	
Microphone lead – 10 m	1	
Microphone lead – 20 m	1	
Projector Screen	1	

STRATHFIELD TOWN HALL AND SUPPER ROOM FLOOR PLAN

Please indicate

the floor plan set up for your function. Example: chairs to be set up theatre style;
 Table and chairs setup required.

Eg.									
—	—								
—	—								
—	—								
—	—								

7. Agreement

Please Tick the box

I, the undersigned, hereby make application for the hire of the aforementioned facility on the date(s) mentioned and for the purpose indicated. I undertake to accept and abide by the Terms and Conditions of Hire, **which I have read and understood**. I agree to advise Strathfield Council of any special arrangements at least two weeks prior to the hire date/s.

Signature of Applicant:

Date:

8. Application Checklist

Please Tick where applicable

Y N N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Terms and Conditions of Hire Use have been carefully read. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hire of Council's Facilities Policy has been carefully read. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contact information for representatives of the group/Organisation is completed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A copy of Public Liability Insurance is attached (if applicable). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A copy of the group/Organisation's constitution is attached (if applicable). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All sections of the application have been completed and declarations signed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Community Rate Request form has been completed and attached to this form (if applicable). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not-for-profit certificate of registration is attached (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Town Hall floor plan completed (if applicable) |

Casual Hirer - To confirm a booking the application form must be received plus 50% of the hire fee must be paid. No tentative bookings will be accepted.

Regular Hirer - Payment of hire fee for first month of bookings must be paid in advance.

Privacy Statement

Personal details requested on this form are being collected and will only be used for the purpose of processing your application, updating contact information and record keeping. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. You may make application for access or amendment to information held by Council.