

VENUE HIRE AGREEMENT – CASUAL USE

Venue	
Organisation	
Name	
Postal Address	
Email Address	
Contact Number	

I _____ have received the Conditions of Hire and Cleaning Checklist and agree to adhere to these.

Hirer Signature: _____

Date: ____/____/____

OFFICE USE ONLY

- Bond Paid (if applicable)
 Hire Fee Paid
 Public Liability - paid or invoiced (if applicable)
 Issued Conditions of Hire
 Issued Cleaning Checklist
 Provided a copy of Public Liability
 Driver Licence sighted

Receipt no. _____

Completed by (Council Officer name): _____ Signature: _____

Date: ____/____/____

VENUE HIRE REQUEST - CASUAL USE

Type of Event	
Please complete additional Special Use Form if alcohol is being consumed	
Date & Time of Event	
Number of People Approx.	
Equipment	Do you require any: <input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Other _____ <input type="checkbox"/> No
Food Serving	<input type="checkbox"/> Yes, I will need to use the kitchen <input type="checkbox"/> No
Meeting Equipment	<input type="checkbox"/> Whiteboards <input type="checkbox"/> Data projectors <input type="checkbox"/> Other _____ <input type="checkbox"/> No
Public Liability	<input type="checkbox"/> Yes, I have my own Public Liability <input type="checkbox"/> No, I require council to assist with Public Liability – additional charge