

## Cultural Precinct Venue Booking Form Community

LAST UPDATED 23 JUNE 2021

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:.....

DAY(S)	TIME (START/FINISH)
___ / ___ / ___ TO ___ / ___ / ___	..... <input type="checkbox"/> am/ <input type="checkbox"/> pm TO ..... <input type="checkbox"/> am/ <input type="checkbox"/> pm

### 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

**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.*

### VENUE FEES & CHARGES – 2021/2022

COMMUNITY (NOT FOR PROFIT ORGANISATIONS)	HIRE COST	SELECT
<b>Creative Arts Centre (Meetings, Functions, Training &amp; Workshops)</b>		
<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	\$10.60	<input type="checkbox"/>
Per Half Day (<5 Hours)	\$31.50	<input type="checkbox"/>

COMMUNITY (NOT FOR PROFIT ORGANISATIONS)	HIRE COST	SELECT
Per Full Day (>5 Hours)	\$52.50	<input type="checkbox"/>
<b>The Civic &amp; Town Hall (Performances, Meetings, Workshops, Training &amp; Conferences)</b>		
<input type="checkbox"/> The Civic <input type="checkbox"/> Town Hall		
Per Hour	\$15.80	<input type="checkbox"/>
Per Half Day (<5 hours)	\$62.50	<input type="checkbox"/>
Per Full Day (>5 Hours)	\$104.50	<input type="checkbox"/>
<b>Smithurst Theatre (Performances, Meetings, Workshops, Training &amp; Conferences)</b>		
Per Hour	\$13.00	<input type="checkbox"/>
Per Half Day (<5 Hours)	\$41.50	<input type="checkbox"/>
Per Full Day (>5 Hours)	\$73.00	<input type="checkbox"/>

### VENUE SET UP/PACK UP REQUIREMENTS

Seating Style:    Theatre Style    Banquet    U-Shape    Classroom    Other: .....

Do you Require the Venue Staff to Set Up or Pack Up the Venue for you?    Set Up    Pack Up

### AVAILABLE SERVICES

SERVICES	COST PER ITEM	TOTAL COST
Set Up ( <i>per hour, per staff member</i> )	\$65.00	\$ .....
Pull Down ( <i>per hour, per staff member</i> )	\$65.00	\$ .....
Technical Assistance ( <i>onsite technician, per hour</i> )	\$77.55	\$ .....

### EQUIPMENT HIRE (SUBJECT TO AVAILABILITY)

EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST
Lectern	.....	\$5.00	\$ .....
Data Projector and Screen	.....	\$10.50	\$ .....
Civic Projector	.....	\$71.50	\$ .....
Laptop ( <i>presentations to be Microsoft format</i> )	.....	\$16.00	\$ .....
PA and Microphone	.....	\$30.00	\$ .....
Whiteboard and Markers	.....	Inc. with venue hire	\$ .....



EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST
Smithurst Kitchen Hire ( <i>Use of amenities/cooking facilities</i> )		\$82.00 Per Day	\$ .....
Gallery Kitchen Hire ( <i>Use of amenities/cooking facilities</i> )		\$41.50 Per Day	\$ .....
Crockery ( <i>per setting – bowls, plates, mugs, cup and saucer</i> )	.....	\$1.00	\$ .....
Cutlery ( <i>per setting – knife, fork, spoon</i> )	.....	\$1.00	\$ .....
Glassware ( <i>per item – tumblers or wine</i> )	.....	\$1.00	\$ .....
Rectangle Tables ( <i>seats 6 – 8 people</i> )	.....	No Cost	No Cost
Rectangle Table Cloths ( <i>per item</i> )	.....	\$10.00	\$ .....
Round Tables ( <i>seats 8 – 10 people</i> )	.....	\$15.00	\$ .....
Round Table Cloths ( <i>per item</i> )	.....	\$10.00	\$ .....
Water/Juice Canister ( <i>per item</i> )	.....	\$1.00	\$ .....
Easels with Flipchart Paper and Markers	.....	\$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>		<b>TOTAL COST:</b>	<b>\$ .....</b>

### CATERING REQUIREMENTS

Do you Require Catering?  Yes (*please include details below*)  No

External Catering Supplier: .....

Time of Delivery: .....

	NO. OF PEOPLE	COST PER PERSON	TOTAL COST
<b>All Day Tea &amp; Coffee</b> ( <i>Tea/Coffee only</i> )	.....	\$2.00	\$ .....
<b>All Day Tea &amp; Coffee</b> ( <i>Tea/Coffee/Biscuits</i> )	.....	\$2.60	\$ .....
<b>All Day Tea &amp; Coffee</b> ( <i>Tea/Coffee/Juice</i> )	.....	\$3.60	\$ .....
<b>All Day Tea &amp; Coffee</b> ( <i>Tea/Coffee/Biscuits/Juice</i> )	.....	\$5.10	\$ .....

### SPECIAL REQUIREMENTS & OTHER COMMENTS

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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](mailto: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](mailto: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.*