

Movie Premiere for Functions & Fundraisers

LAST UPDATED 12 FEBRUARY 2020 – JC,AG,LM

Date:

EVENT ORGANISER DETAILS

Primary Contact Name:

Organisation Name:

Mailing Address:

Telephone: Mobile:

Email:

Secondary Contact Name:

Telephone: Mobile:

MOVIE SESSION (as per latest Civic Program)

Movie Title:

Date of Function: Estimated Number of Tickets:

Booking Time: Film Start Time:

Event Type: Fundraiser Social Committee Sporting Group Private Event

Other Please Specify:

**please note, the movie title and time must be consulted with a venue officer before completion. Thursday nights are recommended*

AVAILABLE SERVICES

SERVICES	COST PER ITEM	TOTAL COST
Ticket price per person	\$10.00	\$
Mooki Room, Civic Foyer & Civic Theatre	Complimentary	\$
Seatadvisor ticket sales (<i>fee per ticket sold</i>) We will manage the marketing process, online sales and provide frequent updates	TBC	\$
Promotional Collateral creation & social media sharing	Complimentary	\$
Cold Food Preparation Kitchen (<i>gallery kitchen</i>)	Complimentary	\$
Hot Food Preparation Kitchen	\$40.00	\$
Technical assistance (<i>onsite technician, per hour for requests outside of film projection per staff member per hour</i>)	\$57.00	\$

EQUIPMENT HIRE (SUBJECT TO AVAILABILITY)

EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST
Tea/Coffee/Only (<i>Urn and Cups Included</i>)	\$2.00 per cup	\$
Tea/Coffee/Juice (<i>Urn and Cups Included</i>)	\$3.50 per cup	\$
Rectangle Tables (<i>4 included</i>)	No cost	No cost
Rectangle Table Cloths	\$5.00	\$
Water/juice canister (<i>per item</i>)	\$1.00	\$

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

Yes (*a \$70.00 per hour, per staff member clean-up fee will be charged*) No

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 \$55.60 per hour, per staff member.

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

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:

Licensed 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.

SPECIAL REQUIREMENTS & OTHER COMMENTS

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TERMS AND CONDITIONS OF VENUE HIRE

1. No glass is allowed in to the Civic Theatre at any time.
2. In the event that *SeatAdvisor* has been utilised, Gunnedah Shire Council will reimburse the organisation less the group booking rate per head and the *SeatAdvisor* ticket fee.
3. Bookings are essential, not all movies are available for fundraising purposes so please speak to a Venue Officer.
4. The Hirer shall pay the hire fee specified, as per invoice from Gunnedah Shire Council by the due date/or finalised variance to quote.
5. The Cultural Precinct shall not be liable in any way for loss or damage incurred due to the exercise of its rights. Whilst no compensation is applicable, the Cultural Precinct may at its own discretion refund any portion of amounts paid on account of fees.
6. 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.
7. 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.
8. The Hirer must leave the premises in a clean condition. Failure to do so will incur additional cleaning charges.
9. 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.
10. 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.
11. 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 fourteen (14) days' notice. If less than fourteen (14) days' notice is received then 50% of the estimated fee is non-refundable and will be invoiced. 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.
12. An invoice will be issued at the end of the month, unless otherwise arranged or cash payment is made on the day.

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.

If you are under the age of 18 a legal guardian or parent needs to sign and print their name to take full responsibility for the conditions outlined for our venue hire.

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.