

## Application to hire Council facilities

HIRER DETAILS			
Name of applicant			
Name of organisation			
Postal address			
Billing address			
Telephone	BH	AH	M
Email			
BOOKING DETAILS			
Name of venue:			
Date required:		Reason for hire:	
What area/facilities do you require?			
Will you be using PA or amplified equip? yes/no			
No. of attendees:		Will an admission fee be charged? yes/no	
Estimated arrival time		Estimated departure time	
am/pm		am/pm	
<i>NOTE: You must include set up/pack up time and all functions must cease by midnight</i>			
FOOD AND DRINK		SECURITY	
Will there be food and drink? yes/no		Have you booked security? yes/no	
Will alcohol be consumed: yes/no		Name of firm:	Phone:
Will alcohol will be sold: yes/no		Contact person:	Hours of hire:
<i>NOTE: If you plan to have alcohol at your function it may be deemed high risk and you may be asked to engage security at your cost. If selling alcohol, you will need to obtain a liquor license from local police.</i>			
FEES AND CHARGES		TERMS AND CONDITIONS	
Bond \$		Please attach copy of current public liability insurance	
Facility hire \$		Copy attached Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>	
Waste services \$		<i>I /we the undersigned certify that I have read and agree to abide by the terms and conditions for hiring a Eurobodalla Council public facility. I /we are responsible for payment of bond and hire fees as per the current schedule fees and charges.</i>	
<b>TOTAL \$</b>			
<i>NOTE: All prices include GST. Fees increase after 1 July each year</i>		Date _____ Signed _____	

Please return completed form and any relevant documents to:

**Facilities Booking Office**

PO Box 99, Moruya NSW 2537

T: 4474 7447 E: booking.office@esc.nsw.gov.au