

APPLICATION FOR HIRE OF STRATHFIELD COUNCIL COMMUNITY FACILITIES

1. Available Facilities

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

Strathfield Park	<input type="checkbox"/> Rotunda (Capacity Minimum 30)
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
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"/> Melaleuca Room (Capacity 3)
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
Homebush West Community Centre	<input type="checkbox"/> Main Hall (Capacity 100) <input type="checkbox"/> Workshop Room (Capacity 40) <input type="checkbox"/> Office (Capacity 6) <input type="checkbox"/> Upstairs Office (Capacity 20) Not wheelchair accessible
High Street Community Centre	<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
Cooke Park	<input type="checkbox"/> Function Room (Capacity 25)

2. Applicant Details

Name of Applicant – Individual Hirer / Organization / Group

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Group/Organization Name	Postcode	
<input type="text"/>	<input type="text"/>	
Contact Phone Number	Mobile Number	ABN Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal Address	Postcode	
<input type="text"/>	<input type="text"/>	
Contact person for your Group/Organization (if applicable)	Contact Phone No.	
<input type="text"/>	<input type="text"/>	
Email Address	<input type="text"/>	
Title/position in group/Organization of applicant (if applicable)		
<input type="text"/>		

3. 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.				
2.				
3.				
4.				

Number of People Attending _____

Setup Time Required _____

Pack up Time Required _____

NOTE: if your setup and/or pack up time exceeds the times advised the hirer will be charged at 30-minute intervals until complete.

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 _____

Attach an event layout plan.

Type of Activity

Waste Management Plan Attached **Note - Council will not approve a booking without a Waste Management Plan**

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

MANDATORY SUPERVISION BY COUNCIL STAFF FOR ALL TOWN HALL BOOKINGS - REFER TO ADOPTED FEES & CHARGES FOR ADDITIONAL COSTS INVOLVED

Will you require the use of the AV System? (Please tick box) Yes No

If Yes, please provide requirements as only Council staff are permitted to operate the system.

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

Strathfield Town Hall & Supper Room Floor Plan

Please indicate the floor plan set up for your function. i.e., Chair & Table & time you believe it will take you/your contractors to set up.

NOTE: Council Staff will not set up the Function room. Setup and Pack-up is solely the responsibility of the hirer.

6. Agreement

Please Tick 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:

7. Application Checklist

Please Tick where applicable

Y N N/A

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

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 authorized people. You may make application for access or amendment to information held by Council.

ALARM INSTRUCTIONS

DISARMING

(When you ENTER / the START)

Step 1: Use the last 4 digits of your swipe card number as shown below.



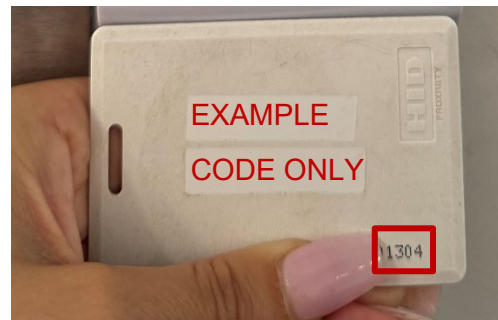
Step 2: Enter the last 4 digits using the keypad then hit OFF, as shown below.



ARMING

(When you EXIT / the END)

Step 1: Similarly Use the last 4 digits of your swipe card number as shown below.



Step 2: Enter the last 4 digits using the keypad then hit ON, as shown below.



Step 3: Exit the building as soon as possible to avoid setting off the alarm.



EXIT

For any issues, during business hours please contact the Bookings & Facilities Officer on 0434 608 445 and for all Afterhours issues on 02 9748 9999