

Public Liability Insurance

Insurance Provider

Expiry Date

Please attach a copy of the certificate of currency for Public Liability Insurance. A minimum cover of \$20 million is required. The hirer must be the policy holder or be listed as an interested party on the certificate.

Event Information

Is this an event which will be open to the public to attend?

No

Yes

Unsure

Will this booking change the normal use of road/s, public parking or the footpath?

No

Yes

Unsure

Hire Fee Discount

Is the applicant any of the following?

Not for Profit organisation

School

Church

Please refer to Council's Fees & Charges for discounts offered. Please attach proof of Not for Profit status if applicable. Proof may include Certificate of Incorporation or other documentation from the Australian Taxation Office.

Bond

A bond is required for all facility bookings and is dealt with in accordance with the Community Halls and Facilities-General Conditions of Hire. Bonds are refunded by EFT payment and can take approximately two weeks to process. The bond will be refunded into the bank account of the person or organisation who made the original payment (name on receipt issued). The payee is therefore required to provide bank account details for this purpose.

Account Name

Name of Bank

Account Number

BSB Number

Please indicate if you request Council to hold this bond for future bookings?

No

Yes

In accordance with easing restrictions, Council is working to progressively reopen community halls and facilities where it is safe and practical. Upon reopening, bookings will be subject to indicated capacity limits and will need to comply with the LVRC community facilities COVID-19 Protocols and the Community Halls and Facilities General Conditions of Hire.

Declaration

I hereby make application to hire Council's facilities as per this application. I declare that all information provided in this form is true and correct to the best of my knowledge. I have read, understand and agree to the Community Halls and Facilities- General Conditions of Hire.

Name

Signature

Date

Privacy Statement

These details will only be used for the purpose for which they have been collected and will not be used for any other purpose. We will not disclose the information you provide outside of Council unless we are required by law or you have given your consent. To the fullest extent allowed by Council, its officers and employees will not be liable for any claims in respect of any loss arising out of, or in connection with, the use of any of the supplied information.