

INVERELL TOWN HALL HIRE APPLICATION FORM

Note: Please complete all sections of this form

SECTION 1 - HIRER DETAILS					
Name of Organisation/Individual:					
Contact Name: (Must be over 18 years of ag	ge)				
Postal Address: (Note: This is where all					
further correspondence will be sent)			Postcode:		
Phone:			Mobile:		
Email:					
SECTION 2 - BOO	KING DETAILS				
Event description:					
Expected number	of attendees:				
Event sponsors:					
Would you like deta Events Calendar:	ils of this event to be inc □ YES↑	luded i	in an Inverell Community Calendar and on-line □ NO		
If yes, please includ	e a poster or flyer if avai	ilable (j	(jpeg preferred).		
Is this event a:	□ Public Event	or	☐ Private Function		
Is this event:	☐ Licenced (Liquor)	or	□ BYO (Liquor) or □ n/a		
Will lift access be re	equired for the stage?	□Y	YES NO (24 hours notice is required if your circumstances change)		
Please note disability access for audience members is provided via ramps located at the main entrance in Otho Street and side entrances in Evans Street.					
The areas of the To	own Hall I wish to hire	are:			
☐ Main Hall - Sound & Lighting Included		☐ Kitchen & Annex			
☐ Grand Piano		☐ Bar/Cool Room			
☐ Choir Stands		☐ Air Conditioning			
☐ Gallery		☐ Kitchen Only (Ancillary Use)			
□ Retractable Seating (main hall only)					
Our booking will require daily cleaning (will incur additional charges): YES NO Bookings longer than 2 consecutive days will require the daily cleaning charge					



ANNEX ONLY – please tick if you require the following:						
☐ Seating for participants			☐ Data projector an	☐ Data projector and screen		
☐ Tables for participants		□ AV	□ AV			
Additiona Information						
informatio	on:					
SECTION	3 – EVENT	T DATES				
Please list	each <u>date</u> ,	the undertakir	ng of each date and hire times for ea	ach date.		
	Date		Undertaking (inc setup, rehearsals & cleanup)	Times		
Date 1:			(inc setup, renearsals & cleanup)			
Date 2:						
Date 3:						
Date 4:						
Date 5:						
Date 6:						
Date 7:						
Date 8:						
Date 9:						
Date 10:						
Additional						
Information:						

SECTION 4

If Liquor is being sold, an application for a Liquor Licence must be completed and submitted to the Office of Liquor, Gaming and Racing <u>at least</u> 28 days prior to the proposed event. For more information, visit <u>www.olgr.nsw.gov.au</u>.

If your Application to hire the Town Hall is approved, a copy of your Liquor Licence and Certificate of Currency (if applicable) for a minimum of \$10M public liability insurance (noting Council's interest) must be returned to Council with the signed Hire Agreement. (Note: Casual Hirers Liability Insurance is available to any person, or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hire the hall for non-commercial or non-profit making purposes, less frequently than once per calendar month or twelve times per calendar year).



I understand that completion of this form does not guarantee approval for the use of the Town Hall and if deemed necessary by Council, a detailed risk assessment may be required which may result in public liability coverage needing to be increased up to \$20M.			
Applicants Signature:	Date:		
Applicants Full Name:			



INVERELL TOWN HALL FEES & CHARGES 1/07/23 – 30/06/24

Note: All fees and charges must be paid in accordance with Clause 4 of the Town Hall Hire Agreement. All fees are GST inclusive.

	Unit	Main Hall Only Including Sound & Lighting	Annex & Kitchen Only	Main Hall, Annex & Kitchen Including Sound & Lighting	Bar & Cool Room (with Main Hall or Annex)	Gallery (with Main Hall or Annex)
Up to 8 hours (daylight hours only)	Daily	\$360.00	\$230.00	\$500.00	\$80.00	\$100.00
Evening (6pm-midnight)	Daily	\$350.00	\$215.00	\$450.00	\$80.00	\$100.00
Full day & night up to midnight	Daily	\$500.00	\$230.00	\$600.00	\$105.00	\$125.00
After midnight	Per hour	\$50.00	\$22.00	\$70.00	\$15.00	\$12.00
Set up/Rehearsals ONLY	Per hour	\$15.00	\$15.00	\$15.00	n/a	n/a
Minimum charge in any case		\$360.00	\$150.00 (1/2 day up to 4 hours)	\$500.00	\$80.00	\$100.00
Ancillary Kitchen Use (no catering - boiled water, sink and fridge only – must be left in a tidy state or full fee will be charged)	Daily	Included in hire fee	n/a	n/a	n/a	n/a

Note: All beer lines are to be cleaned by hirer, prior to and following use.

<u>Grand Piano</u> – (Only available with main hall hire)

Per Hire	\$100.00
Tuning	At cost + GST

Bond:

Regular Events (as determined by Council)	\$500.00
Non Regular Events (as determined by Council)	\$1000.00
Events where alcohol is served or available (including BYO)	\$1500.00

Note: Cost of repairs, damages, losses or cleaning to be paid by hirer. No chairs or tables to be removed from the premises without specific approval.



