



ANNEX ONLY – please tick if you require the following:

- Seating for _____ participants Data projector and screen
 Tables for _____ participants AV

Additional Information:

SECTION 3 – EVENT DATES

Please list each date, the undertaking of each date and hire times for each date.

	Date	Undertaking (inc setup, rehearsals & cleanup)	Times
Date 1:			
Date 2:			
Date 3:			
Date 4:			
Date 5:			
Date 6:			
Date 7:			
Date 8:			
Date 9:			
Date 10:			

Additional Information:

SECTION 4 – REFUND OF BOND

*Bond - \$500 (Regular events as determined by Council).

A refund of the bond will only be provided after an inspection of the hall is completed and the hall is left clean, tidy and undamaged.

*Please note that if a tax invoice is required, please allow two weeks for the refund to be processed.

Bond refunds are processed by cheque or EFT. Cash or EFTPOS refunds will not be provided.

If you would like your bond refunded via EFT please provide details below:



ACCOUNT NAME:
BSB:
ACC:
I would like my refund provided by cheque <input type="checkbox"/>

SECTION 5

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

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.

Grand Piano – (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

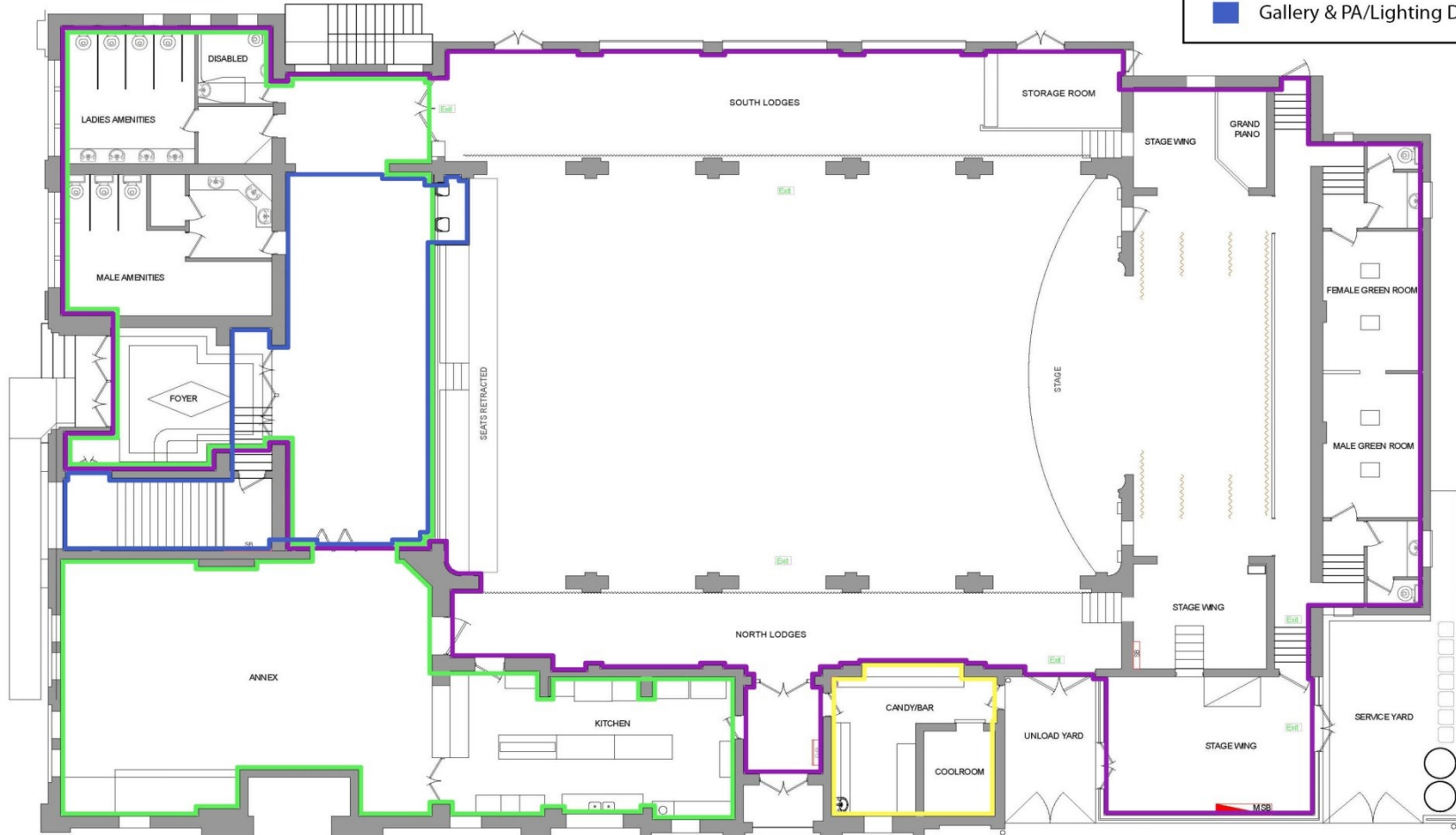
Note: Cost of repairs, damages, losses or cleaning to be paid by hirer. No chairs or tables to be removed from the premises without specific approval.



INVERELL TOWN HALL SITE PLAN

Below is a Site Plan of the areas of the Inverell Town Hall that may be hired. The Candy Bar & Coolroom and Gallery & PA/Lighting Desk can be hired only if you are also hiring the Main Hall. The Annex & Kitchen may be hired on its own, or in conjunction with the Main Hall.

KEY	
Downstairs	
	Main Hall
	Candy Bar & Cool Room
	Annex & Kitchen
Upstairs	
	Gallery & PA/Lighting Desk





INVERELL TOWN HALL CAPACITY SEATING PLAN

Note: there are no rows with the letters i or o.

TOTAL CAPACITY	
Main Hall	435
Gallery	92
Retractable Seating	200
Floor Seating	140
Annex	70
Total	502

