

Administration Building: 180 Mort Street Lithgow
Postal Address: PO Box 19 Lithgow NSW 2790
Phone: (02) 63549999
Fax: (02) 63514259
Email: council@lithgow.nsw.gov.au
Web: www.lithgow.nsw.gov.au
ABN: 59 986 092 492



VENUE BOOKING REQUEST

HIRE INFORMATION

PLEASE TICK: MEETING FUNCTION EVENT REHEARSAL PERFORMANCE

NAME OF ORGANISATION/GROUP:

DESCRIPTION OF ACTIVITY:

NUMBER OF PARTICIPANTS:

IS THE GROUP A NOT-FOR-PROFIT ORGANISATION? NO YES Incorporation Certificate Attached

DO YOU HAVE PUBLIC LIABILITY INSURANCE? NO YES Please attach a copy of your insurance details – \$20 million

PRINCIPAL CONTACT

NAME:

ROLE:

ADDRESS:

POSTCODE:

PHONE (B/H):

(A/H):

MOBILE:

EMAIL:

CONTACT FOR INVOICING (if different from above)

NAME:

ROLE:

ADDRESS:

POSTCODE:

PHONE (B/H):

(A/H):

MOBILE:

EMAIL:

VENUE HIRE DETAILS

VENUE/S NAME	DATE/S REQUESTED	ACCESS TIMES (these are the hours for which the hirer will be charged)	EVENT TIME	TOTAL HOURS

Maintained by Dept:	Finance	Effective Date: OCTOBER 2013	Review Date: OCTOBER 2014
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EQUIPMENT HIRE

NB: some items will incur a hire fee

QUANTITY

<input type="checkbox"/> Chairs	
<input type="checkbox"/> Tables	
<input type="checkbox"/> Microphone (Civic Ballroom Only)	

KITCHEN & CATERING INFORMATION

WILL YOU NEED ACCESS TO A KITCHEN? YES NO
(charges may apply for use of the kitchen/s)

WILL YOU BE SELLING FOOD & SOFT DRINKS? YES NO

Should any food products be available you will need to comply with the 'National Food Safety Regulations' issued by the NSW Department of Health. Please contact them directly on 1300 650 124 or (02) 9816 0320 for further information.

PAYMENT

All events and performances are to be **paid in full** before the date of the event. You will be required to pay your bond within 10 days of receiving your tax invoice and confirmation. If there are any concerns about paying, please contact the booking staff.

You may pay prior to your booking at Lithgow City Council by cash, card or cheque between cashier hours 8.30am to 4.00pm.

**This is an application to apply for venue hire.
 Completion of this application does not necessarily mean approval will be given.**

SIGNATURE OF APPLICANT _____ **DATE** ___ / ___ / ___

All bookings will be confirmed in writing. Booking Forms can be faxed to (02) 6351 4259 or sent by email to council@lithgow.nsw.gov.au.
 All forms **MUST** be signed to acknowledge full understanding of the conditions of hire.

OFFICE USE ONLY

<input type="checkbox"/> Booking Received	DATE: _____	Receipt No: _____
<input type="checkbox"/> Booking Entered into Calendar	DATE: _____	Amount Paid: _____
<input type="checkbox"/> Booking Confirmation Sent	DATE: _____	Date Paid: _____
<input type="checkbox"/> Invoice request sent	DATE: _____	
<input type="checkbox"/> Bond Received	DATE: _____	
<input type="checkbox"/> Bond Refunded	DATE: _____	

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE
 By completion of this form you may be providing Council with personal information. Council will collect the information only for a lawful purpose directly related to the function of Council. Information provided to Council may be used in conjunction with any of Council's business operations. We will take reasonable care not to disclose personal information. Exempt documents may come under the Government Information (Public Access) Act 2009.

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