

Hall Hire Request



Contact Details

Group/Organisation Name: _____

Contact Person (each group must nominate one person as the liaison with Council for your Hall hire)

Name: _____

Position: _____

Postal Address: _____

Email Address: _____

Daytime Phone: _____

Mobile Phone: _____

Hall Booking

Hall Required (please tick)

☐ Nailsworth Community Hall (max 100 people)

☐ up to 4 hours

☐ per day (over 4 hours)

Days/Date(s) of Hire: _____

Do you require bookings on Public Holidays/Long Weekends? Yes / No

Time(s) Out/ Dates to be Excluded: (Please indicate any dates that you will not be using the Hall e.g., no meeting in January, no sessions in school holidays). **Note: Any variation must be arranged not less than 10 business days prior to avoid being charged a hire fee.**

Start Time (include set up time): _____

Finish Time (include pack up time): _____



About your Group/Organisation

Brief Description:

Target Group (tick any that apply):

☐ Men

☐ Women

Children: ☐ under5

☐ primary

☐ secondary

☐ Adults over50

☐ People with a disability

☐ Aboriginal & Torres Strait Islander

Non English Speaking Background (please tick from list below)

☐ India

☐ Greece

☐ Italy

☐ China

☐ Middle East

☐ Africa

☐ Other – Please specify

Average number of members attending your Hall booking: _____

Do you charge people to attend your group/Hall booking? (Please tick): ☐ yes ☐ no

If yes, how much? (per booking/week/term?): _____

Describe the benefit to the community provided by your group:

How do you promote your group? (Please provide details of website and social media for your organisation, attach a copy of any promotional flyers you use)

Keys and Storage

Please list all the keys/swipe cards issued to your group by Council, the number stamped on your key, the names of the key holders and the storage cupboard number(s) used by your group.

Name	Key Number	Cupboard Number

Public Liability Insurance

It is a requirement that all incorporated associations and groups using the Community Halls on an ongoing or regular basis have a Public Liability Insurance Policy, as per the Terms and Conditions of Hire.

Evidence of your Public Liability Insurance Policy must be attached to this form in order to secure the booking.

Copy of Insurance attached (please tick): ☐ yes ☐ no

Agreement with Terms and Conditions/ Fees and Charges

On behalf of (group/organisation name) _____

I acknowledge having received, read and understood Council's Terms and Conditions of Hire, and agree to abide by these conditions.

I also agree to ensure that the person/s in the group/organisation/club who will be accessing the Community Hall have understood these conditions, and as the Hirer, take full responsibility for their actions.

I have read, understand and agree to the fees associated for my Hall hire.

Name: _____ Position: _____

Signature: _____ Date: _____

Office Use Only

Hire Fee Charged per Session: _____