

# 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:

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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:

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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: \_\_\_\_\_