

**COMMUNITY HALLS - WONGARBON HALL,
PIPE BAND HALL, WELLINGTON SENIOR CITIZENS HALL,
AND MUMBIL HALL BOOKING APPLICATION**



To book a community hall in Dubbo Regional Council area please complete the following application form and submit. Key collection and full payment is required in person at Dubbo Regional Council:

Civic Administration Building
Corner Church and Darling Street
Dubbo NSW 2830

Wellington Office
Corner Nanima Crescent and Warne Street
Wellington NSW 2820

APPLICANT DETAILS *

Title *	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - Please specify:
First name *	
Surname *	
Postal Address * <i>Include City, State & Postcode</i>	
Contact Number *	
Email Address *	

PURPOSE OF HALL HIRE

Name of Event *			
Event outline *			
Date/s *			
Start time *		Finish time *	
Approx No. of Guests		Not for profit event *	<input type="checkbox"/> Yes <input type="checkbox"/> No

LOCATION

Select one *

<input type="checkbox"/> Wongarbon Hall - Dubbo	<input type="checkbox"/> Pipe Band Hall - Dubbo
<input type="checkbox"/> Senior Citizens Centre – Wellington - Hall	<input type="checkbox"/> Senior Citizens Centre – Wellington – Back Room
<input type="checkbox"/> Senior Citizens Centre - Wellington - General	<input type="checkbox"/> Mumbil Hall - Wellington

PUBLIC LIABILITY INSURANCE *

Do you have Public Liability Insurance *	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**A copy of public liability certificate must be submitted with application*

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PAYMENT DETAILS

Fees	Please refer to our website to view current fees and charges: Community Halls - Dubbo Regional Council (nsw.gov.au)
Payment	<input type="checkbox"/> Cheque – Please address all cheques to ‘Dubbo Regional Council’ crossed ‘Not Negotiable’ <input type="checkbox"/> Cash / Credit Card – no credit card details will be accepted via phone or mail

REQUIREMENTS

Do you need a key?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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*Mandatory field(s) marked with **

Note to Applicant: There is a fee associated with this application. For Councils current Fees and Charges, refer to our website <https://www.dubbo.nsw.gov.au/about-council/our-responsibilities/community-strategic-plan>

PRIVACY NOTE:

Council is bound by the provisions of the Privacy and Personal Information Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained. For further information, please refer to Council's Privacy Management Plan Policy located on Council's website www.dubbo.nsw.gov.au

TERMS & CONDITIONS

1. The hall shall be left in a clean and tidy state after the booking. A cleaning fee may be deducted from any security bond paid.
2. Any damage caused to the hall shall be deducted from the security deposit and costs above the level of any security deposit shall be charged to the hirer.
3. Keys shall be returned within 48 hours of the completion of the event. The cost of replacing lost keys shall be recouped from the security deposit, or charged directly to the hirer.
4. All hire charges must be paid at the time of key collection, or at least 7 days prior to date of hire, if arrangements have been made for group to retain a key.
5. The sale of alcohol or consumption of alcohol is prohibited.
6. Failure to properly switch off lights, the air conditioning and heating shall be charged to the hirer for the number of hours left operating.
7. All electrical equipment used by a hirer within the hall with a flexible cord must be properly tested and tagged.
8. Any decorations installed in the hall shall be done so without causing damage to the hall, and removed from the hall immediately after the event.
9. Any accidents causing injury or near misses to hall users or damage caused to the hall must be reported to Council as soon as practicable after the event.
10. All hirers must comply with Dubbo Regional Council's WHS Policies and Procedures.
11. Legislation and regulation relating to noise apply to activities at the Hall.
12. Hirers must undertake a pre-event examination of the hall (equipment, fixtures & fittings or hall structures) to identify any potential hazards to hall users. If the hirer is unable to rectify any potential hazard prior to the event then those hazards shall be reported to Council. Should Council be unable to rectify any potential hazard prior to the scheduled commencement of an event and the hazard is deemed by Council to be of a serious nature then Council reserves the right to cancel the event.
13. A full refund or credit for future hire shall be given for any cancelled event provided notification is received three (3) full days prior to the event. No refund shall be provided if notification of cancellation is given less than three (3) days prior to the event.
14. Council has a casual hirer public liability insurance coverage for its facilities. A casual hirer is defined by the insurance company as any person or group of persons (not being a sporting body, club, association, corporate or incorporated body), who hires a Council facility for non-commercial or non-profit making purpose, less frequently than once per calendar month or twelve (12) times per calendar year. All other hirers must produce evidence of a public liability insurance coverage of not less than \$20M as per Dubbo Regional Council's policy.
15. Council may at its sole discretion require hirers to provide security for an event. In such circumstances security shall be provided by an accredited professional security company and proof may be required by Council of the engagement of security.
16. A security code shall be provided for Dubbo Pipe Band Hall and Wellington Senior Citizens Hall, at the time of booking confirmation. If the security system is not rearmed upon group departure, if security monitoring service make a call-out or Council emergency contacts are called outside standard office hours, additional call out fee may be charged to the user group. If unsure please call security monitoring with the contact number located near the entrance door or security key pad.

I agree to the terms and conditions of use for Council's Community Halls being met and fulfilled.

Signed: _____ Date: _____
(by typing your name in the signature section you are committing to adhere to Council's terms and conditions)