

**APPLICATION TO BOOK COMMUNITY HALLS IN  
WONGARBON HALL, GIRL GUIDE HALL, PIPE BAND HALL,  
WELLINGTON SENIOR CITIZENS HALL, AND MUMBIL HALL**



To book a Community Hall in Dubbo Regional Council area please read carefully and complete the following application form and submit with the full payment if applicable to 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

<b>DETAILS OF PROPOSED USE</b>			
<b>CONTACT DETAILS</b>			
Name			
Postal Address			
Contact Number		Email	
<b>PURPOSE OF HALL HIRE</b>			
Name of Event			
Date/s			
Start time		Finish time	
Approx No. of Guests			
Location	<ul style="list-style-type: none"> <li>• Wongarbon Hall - Dubbo</li> <li>• Girl Guide Hall - Dubbo</li> <li>• Pipe Band Hall- Dubbo</li> <li>• Senior Citizens Hall - Wellington – Back Room</li> <li>• Senior Citizens Hall - Wellington - Hall</li> <li>• Mumbil Hall - Wellington</li> </ul>		

**PAYMENT DETAILS –**

Fees	<ul style="list-style-type: none"> <li>• Wongarbon Hall – Dubbo - \$58 Security Bond \$533</li> <li>• Girl Guide Hall – Dubbo - \$28 per day for community groups; \$81 per day for use by schools or \$55 per half day for use by schools; for all bookings Council negotiates with the Girl Guides for dates and times</li> <li>• Pipe Band Hall- Dubbo - \$28 per day for community groups</li> <li>• Senior Citizens Hall - Wellington – <b>Back Room</b> - for short meetings \$28 per 1.5 hours; \$56 per half day; \$109 per full day (9am – 5pm); Use of kitchen for morning, afternoon teas or suppers \$23</li> <li>• Senior Citizens Hall - Wellington – <b>Hall</b> - for short meetings \$33 per 1.5 hours; \$71 per half day; \$142 per full day (9am – 5pm); Use of kitchen for Morning, Afternoon Teas or Suppers \$23; Meal preparation \$45 or Exclusive use of any area for setup – per day 50% of applicable rate</li> <li>• Mumbil Hall – Wellington - \$11 per 4 hour block Setup &amp; Event Fee</li> </ul>
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Payment	<ul style="list-style-type: none"> <li>○ Cheque – Please address all cheques to ‘Dubbo Regional Council’ crossed ‘Not Negotiable’</li> <li>○ Cash / Credit Card – Please visit Dubbo Regional Council. No credit card details will be accepted via phone or mail</li> </ul>
Requirements	<p>Do you need a key? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Do you need an alarm code? YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<b>CONDITIONS OF USE</b>	

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 directly from the hirer.
4. All hire charges must be paid at least 4 days prior to any date of hire.
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. Hirer's 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 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.

**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)**