

## VENUE HIRE AGREEMENT – CASUAL USE

Venue	
Organisation	
Name	
Postal Address	
Email Address	
Contact Number	

I \_\_\_\_\_ have received the Conditions of Hire and Cleaning Checklist and agree to adhere to these.

Hirer Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### OFFICE USE ONLY

- Bond Paid (if applicable)  
  Hire Fee Paid  
  Public Liability - paid or invoiced (if applicable)  
 Issued Conditions of Hire  
  Issued Cleaning Checklist  
  Provided a copy of Public Liability  
 Driver Licence sighted

Receipt no. \_\_\_\_\_

Completed by (Council Officer name): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## VENUE HIRE REQUEST - CASUAL USE

Type of Event	
<b>Please complete additional Special Booking form if alcohol is being consumed</b>	
Date & Time of Event	
Number of attendees	
Equipment	Do you require any: <input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Other _____ <input type="checkbox"/> No
Food Serving	<input type="checkbox"/> Yes, I will need to use the kitchen <input type="checkbox"/> No
Meeting Equipment	<input type="checkbox"/> Whiteboards <input type="checkbox"/> Data projectors <input type="checkbox"/> Other _____ <input type="checkbox"/> No
Public Liability	<input type="checkbox"/> Yes, I have my own Public Liability <input type="checkbox"/> No, I require council to assist with Public Liability – additional charge