

Facility Hire Application

Levin Memorial Hall

Please note that those fields highlighted with an * are required fields and must be filled out.

*Name of hirer:		*Daytime phone:	
*Contact person:		*After hours phone:	
Email:		*Recurring event Yes <input type="checkbox"/> No <input type="checkbox"/>	
*Postal address:		Recurrence: (monthly, yearly, etc)	
		*Type of event:	
		*No. of attendees:	
*Date of Hire:	*Hire Begins (am/pm):	*Hire Ends (am/pm):	
*Are you selling alcohol: Yes <input type="checkbox"/> No <input type="checkbox"/>		*Is alcohol included in ticket price: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you do not obtain a Special Liquor Licence will you still hire the facility?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Special Liquor Licence application attached:			Yes <input type="checkbox"/> No <input type="checkbox"/>

FEES

Each room listed below will be charged out separately. Charges are per hour (2 hour minimum charge for one-off bookings). An unlocking fee of \$30 applies to each booking. A bond of \$120 applies to each booking. All fees must be paid in advance.

*FACILITIES REQUIRED		*No of hours:	CUSTOMER SERVICES TO COMPLETE	
			Group A	Group B
<input type="checkbox"/>	Entire Venue 24 Hour Charge		<input type="checkbox"/> \$585.00	<input type="checkbox"/> \$450.00
<input type="checkbox"/>	Entire Venue (excluding sound system)		<input type="checkbox"/> \$61.50/hr	<input type="checkbox"/> \$47.50/hr
<input type="checkbox"/>	Main Hall		<input type="checkbox"/> \$29.00/hr	<input type="checkbox"/> \$20.50/hr
<input type="checkbox"/>	Freyberg Lounge		<input type="checkbox"/> \$17.50/hr	<input type="checkbox"/> \$13.00/hr
<input type="checkbox"/>	Kitchen		<input type="checkbox"/> \$15.50/hr	<input type="checkbox"/> \$11.50/hr
<input type="checkbox"/>	Drinks Room		<input type="checkbox"/> \$14.50/hr	<input type="checkbox"/> \$10.50/hr
<input type="checkbox"/>	Dressing Room		<input type="checkbox"/> \$7.50/hr	<input type="checkbox"/> \$5.00/hr
<input type="checkbox"/>	Sound System - Main Hall (Unit Rate)		<input type="checkbox"/> \$18.00/hr	<input type="checkbox"/> \$16.00/hr
HIRE FEE:			\$	\$

CONCESSION APPLICATION

Is entry by ticket / door charge:	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, what is the entry cost:	\$
Proceeds of function to be applied to:			
Reason for applying:			
If you do not obtain a Concession will you still hire the facility?			Yes <input type="checkbox"/> No <input type="checkbox"/>

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INVOICING AND BOND REFUNDS PAYABLE BY CHEQUE TO:			
*Name:			
*Postal address:			
This application will not be confirmed until the Bond and Hire Fee are paid in full.			
CONDITIONS OF USE			
The attached Conditions of Hire and Fire Evacuation Procedures have been read, understood and are hereby accepted.			
*Signed by hirer:		*Date:	
*Name:			
Council reserves the right to decline this application.			

OFFICE USE ONLY

CUSTOMER SERVICES TO COMPLETE			
NAR #		Debtor #	
Actioned by Customer Service Officer:	Name:	Date:	
CONCESSION APPLICATION APPROVAL			
Concession applied for:	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, concession amount granted	\$
Concession approved by:	Signed:		
PROPERTY OFFICER TO COMPLETE			
Bond \$	120.00	Notes:	
Unlocking Fee \$	30.00		
Hire Fee (from Page 1) \$			
Value of Concession Granted \$			
Total Fee Owning \$			
RECORDS AND FINANCIAL MANAGEMENT			
TRIM document number:		GL Code:	07140.0105W.53.1000.120
Receipt #		Receipt #	