



VENUE HIRE AGREEMENT - LONG TERM

Venue	
Organisation	
Name	
Postal Address	
Email	
Contact Number	
Invoice Monthly <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Waiver Request <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, Approval must be attached)

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 / Invoiced Public Liability paid (if applicable)
 Driver Licence sighted Provided a copy of Public Liability Issued Conditions of Hire
 Issued Cleaning Checklist

Receipt no. _____ Debtor Code: _____

Completed by (Council Officer name): _____ Signature: _____

Date: ____/____/____



VENUE HIRE REQUEST – LONG TERM

Type of Event			
Please complete additional Special Use Form if alcohol is being consumed			
Number of People Approx.			
Ongoing bookings	<input type="checkbox"/> Yes 6 Months <input type="checkbox"/> Yes 12 months		
Commencement Date:		End Date:	
Days & Times			
Full /Half Day How often Weekly /Fortnightly Monthly			
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		