



Cowra Shire Council
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Nguluway Room 2023 – 2024 Application for Hire

HIRER'S DETAILS

Organisation Name:

Contact Person:

Phone Number:

Email Address:

Address:

Name of Function:

Date of Function:

Hours Facility Required:

CONDITIONS OF HIRE

The Nguluway Room is available to Council, local Government, non profit groups and local community groups ONLY and is available FREE of charge.

Emergencies

Please note: Your booking may be cancelled in an emergency situation where this room is required by emergency services. In such instances, you will be contacted on the phone number provided and with as much notice a possible.

Office Use:
Received Date:
Time:
Registration Date:
Document No
Officer Initial:
Disposal:..... years
Public Liability Required: Y N
PLP Expiry Date:
Fee Required: Y N
Amount Paid:
Receipt Number:
Approved by:
Copy to Accounts Receivable: Y N

Bookings

Bookings are essential and must be made well in advance by contacting Cowra Shire Council’s Customer Service Centre. The relevant application form must be completed and if applicable, a copy of the Public Liability Insurance Policy (minimum \$20 million) provided to Council to confirm the booking.

No Smoking

There is to be no smoking within 4 metres of the building.

Keys

Key must be signed out and can be collected from Cowra Shire Council’s Customer Service Centre during office hours, Monday to Friday, 8:30am to 4:30pm. Keys must be returned immediately upon the end of use of the facility and may be left in Council’s “after hours” slot if necessary.

Please Note: A **\$30.00** fee will be charged for lost keys.

Facility

The room must be left in a tidy condition for the next meeting. This includes, but is not limited to:

- Lights and air-conditioner off;
- Door locked on exit.

The facilities in the room are generously provided for your use and comfort so please respect them and report any faults or problems to Cowra Shire Council. Please note that a cleaning fee of **\$75.00** is applicable if the premises are not left in a clean and tidy condition.

Public Liability Insurance

All sporting bodies, clubs, associations, corporations, incorporated bodies or any commercial/profit-making activities must provide a copy of their Public Liability Insurance Policy (minimum \$20 million) at the time of lodging their application. No booking will be processed without evidence of the appropriate insurance to cover the hirer for the event. Any other arrangements must be approved by the General Manager or Director – Corporate Services.

My signature below confirms that I have read and fully understand the conditions of hire and that full responsibility of hire has therefore been accepted.

Signature of Applicant:

Date: