



Benetook Room Booking Form – External Hire

Client Details

Name of Client/Organisation/Business

ABN Number

Contact Person

Telephone

Email address for invoicing

Postal address for invoicing

City/Town

State

Postcode

Select

Invoicing contact name

Telephone

Booking details

Name of function/event

Booking Date

Function type

Business

Priv/Comm.

Number of Guests

Set-up start time

Start of function

Conclusion of function

Lock up time

Total hours booked

If multiple days are required, add in comments below

Room area required

Whole Room – 20.9m x 10.4m

Room A (with kitchen) – 12.9m x 10.4m

Room B (no kitchen) – 8m x 10.4m

Public Liability

Please complete details on next page.

Equipment requirements (included in hire fee)

Data Projector

Lectern

Wireless Microphone(s)

Sound req'd for presentations

WIFI required for presenter

Power board and ext. lead

Whiteboard (incl. markers)

Flip Chart

Catering (charges apply)

Nothing required

Tea/Coffee/Biscuits (\$1 per head)

Linen Table Cloths (\$7.25 ea.)

Jugs of water on tables (no cost)

Self-catering Requirements

Morning/Afternoon tea

Lunch

Dinner

Finger Food

Other (please detail)

Council provided equipment (number to suit guest no. provided)

Cups

Saucers

Side plates

Entrée plates

Dinner plates

Bowls

Knives

Forks

Dessert Spoons

Teaspoons

White Wine Glasses

Red Wine Glasses

Water glasses

Jugs

Council to set tables (crockery/cutlery/cloths)

Tables (Rectangular)

Chairs

On-site catering is available from the Solunar Café on [0422 243 080](tel:0422243080), or can be provided by your caterer of choice. We can provide details if required.

Comments (provide information on any additional days required or any equipment needs not shown above)

Upon receipt of this booking form, the Mildura Visitor Information and Booking centre will prepare a quotation based on the information provided by you above, for your final approval, and forward it to the email address provided above. Additional costs may apply if variations to your provided requirements occur throughout the holding of your event.

I agree that I have read the **Conditions of Hire** and agree to abide by and be bound by the conditions in this hire agreement.

Please return to adctourism@mildura.vic.gov.au along with a copy of completed floor plan. (Version 6: 22 October 2020)

Mildura Rural City Council collects Personal and or Health Information for municipal purposes as specified in the Local Government Act 1989. The information collected in this form is used only for the purposes specified (primary purpose) and is not passed on to third parties. Council may disclose this information but only if authorised or required by law. Council may not be able to process your request unless sufficient information is given. Should you need to change or access your personal details, or you require further information regarding Council's Privacy Policy please contact Council's Privacy Officer.

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PUBLIC LIABILITY

All hirers of Council owned and controlled facilities must have public liability insurance that covers their duty of care for all persons who will be involved in the activities they plan to hold at the hired venue.

Insurance Policy – A copy of your organisation’s current ‘Certificate of Currency’ for public liability insurance must be attached. (Minimum cover of \$10 million)

If you are uninsured you may utilise an umbrella liability policy arranged by Council. To be eligible for this policy, **hirers must be uninsured** and **not** hire the venue more than 52 times per annum. The cost of this policy is **\$33.00** (GST inclusive) per hire.

POLICY DETAILS

Insurer: QBE Insurance (Australia) Limited through Key Underwriting (Community Liability)

Policy Number: MK2CLP017469

Policy Excess: \$500.00 (The hirer shall bear this amount for each and every claim) Council’s policy only covers your liability for the period of the hire (but not exceeding 5 days) and is subject to the following policy **exclusions**:

- Property damage or personal injury sustained whilst participating in any game, race, practice, trial or other sporting activity
- Children’s rides and animal rides
- Inflatable recreational equipment
- Rock/Pop concerts
- Claims for personal injury or property damage arising from any participation by spectators
- Child minding/child care
- Property damage or personal injury arising out of sporting activities/demonstrations conducted by stallholders
- Amusement rides and devices
- Fireworks and pyrotechnics
- Security personnel
- Claims for personal injury or property damage arising from use by buskers knives, swords (including theatrical knives and swords) or any activity involving the use of fire

Please nominate which public liability insurance cover you wish to provide by ticking the appropriate box below:

Copy of Public Liability Insurance is attached

I wish to purchase Public Liability Insurance for this event

I declare that I am the applicant; and that all information in this application is true and correct.

I have read and understood the Public Liability Insurance exclusions and limitations. (Failure to disclose information may result in inadequate or no cover for your event). The event will be organised and managed as I have described unless advised otherwise by Mildura Rural City Council and/or its authorities.

By purchasing PLI Cover, the Applicant agrees to indemnify and to keep indemnified Mildura Rural City Council, its servants and agents (the Council), and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Event being applied for. The Applicant’s liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council directly contributed to the loss or liability

By purchasing PLI Cover, the Applicant agrees to hold harmless Mildura Rural City Council its servants and agents (the Council), and each of them in connection with all claims resulting from damage, loss, death or injury in connection with the event being applied for, which may otherwise be brought or made or claimed by the Applicant against the Council, except to the extent that the Council is grossly negligent.

I acknowledge and accept the trading terms are strictly 30 days from the invoice date, unless stated otherwise. I accept the standard payment options provided by Council.

I understand that late payment may cause Council to submit an account to a debt collection agency and/or cancellation/suspension of the account and debt recovery costs may be imposed.

I accept that by signing this form I authorise that the email address provided will be used for all future financial correspondence and I will notify Council if I would prefer to receive invoices and statements by mail.

Signature: Date: _____

If you have any problems completing this form please call our customer service staff on (03) 5018 8380 for assistance.

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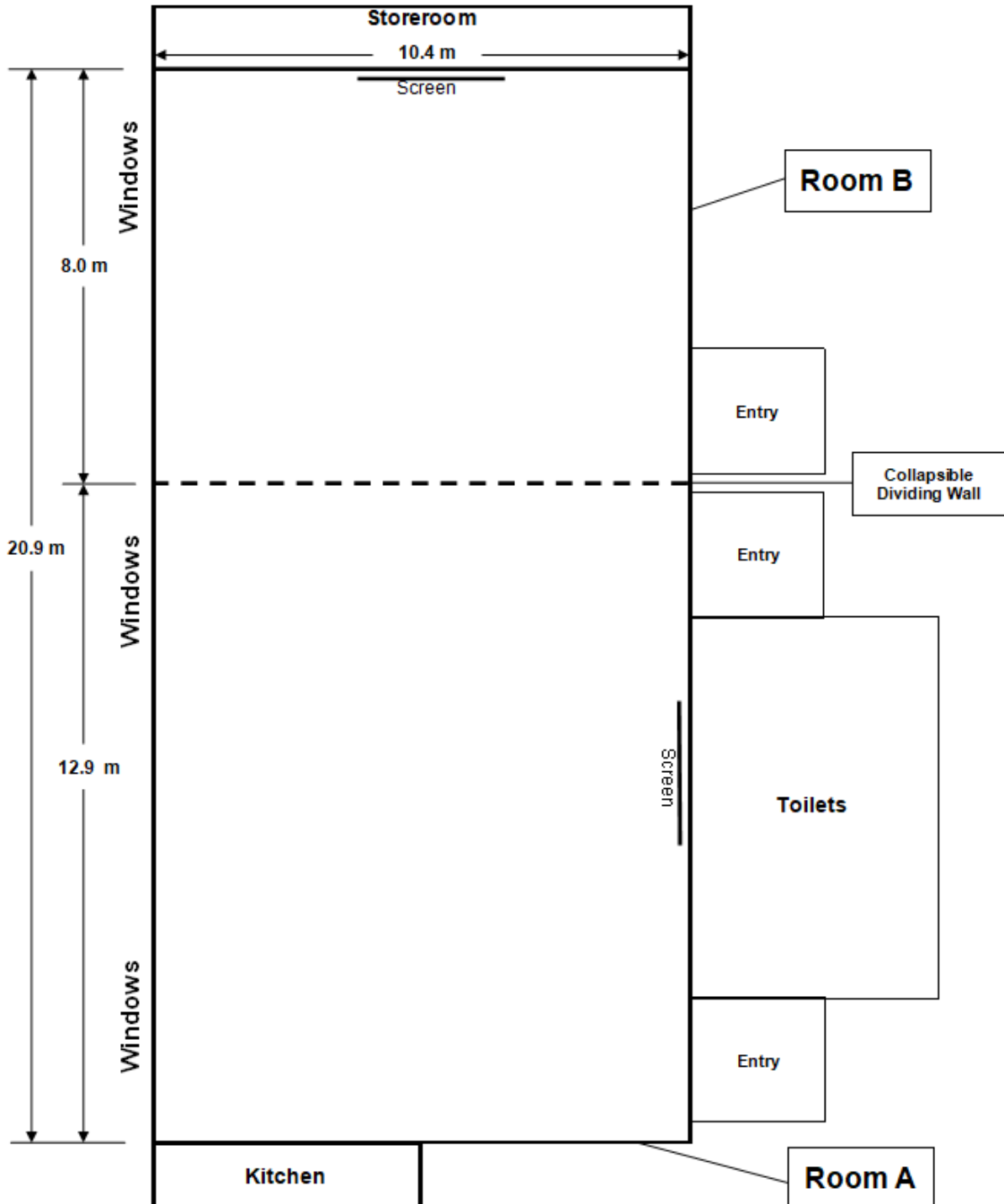
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Benetook Room - Floor Plan

Please provide a sketch-up of how you would like the room set up for your function and our Caretakers will set it to your requirements.

Hirer	
Date of hire	



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