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**Meeting Room Hire Application Form 2021**

Please allow a minimum of **fourteen days** for your application form to be processed. Applicants must answer all questions and provide all information requested on this application form. Incomplete forms may cause delays with the processing of your application.

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| **SECTION 1 : Applicant Information** | | | | |
| Applicant refers to the business, club or group organising the event | | | | |
| **Organisation / Hirer** |  | | | |
| **Incorporation No/ ABN/CAN** |  | | | |
| **Postal Address** |  | | | |
|  |  | | | |
| **Business Address** |  | | | |
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| **Business Structure (Tick all that apply)** | | | | |
| 🞎 Company (Proprietary/Public) | | 🞎 Proprietorship (including sole traders, partnerships) | | |
|  | |  | | |
| 🞎 Trading as a business | | 🞎 Incorporated Association | | |
|  | |  | | |
| 🞎 Unincorporated Association | |  | | |
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| **Is the Applicant a ‘community-based’ organisation?** | | | | |
| 🞎 If yes please attach evidence | | | 🞎 No | |
| A ‘community-based’ organisation is defined as being registered under the *Associations Incorporation Act 1981* and/or registered as a non-profit group according to Australian Taxation Office guidelines. | | | | |
| The following contact details will be used for all communication related to your event | | | | |
| **Name of authorised representative** |  | | | |
| **Role / Position** |  | | | |
| **Telephone** |  | | **Facsimile** |  |
| **Mobile** |  | | | |
| **Email Address**  **(required)** |  | | | |
| **SECTION 2 : Facility required (Tick applicable facility)** | | | | |

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| 🞎 | Merbein Community Hub – Community Room 1 (Small) |  |  |
| 🞎 | Mildura Library – James Matthew Room |  |  |
| 🞎 | Red Cliffs Library – Terry Anderson Room |  |  |
| 🞎 | Ouyen Library – Ouyen Service Centre Meeting Room |  |  |
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| **SECTION 3 : Hire purpose and dates** | | | | |
| Purpose of hire:  🞎 Meeting  🞎 Training  🞎 Small workshop  🞎 Other |  | | | |
| Date of Actual Event | | Date | Start Time | End Time |
| Proposed Date/Time of set-up | | Date | Start Time | End Time |
| Proposed Date/Time of pack down | | Date | Start Time | End Time |
| Estimated number of attendees | |  | | |
| Date of Actual Event | | Date | Start Time | End Time |
| Proposed Date/Time of set-up | | Date | Start Time | End Time |
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| Proposed Date/Time of pack down | | Date | Start Time | End Time |
| Estimated number of attendees | |  | | |
| *Access to the room is only available during your scheduled time, if you require more time or alternate days or times please notify library staff to make the necessary booking.*  ***Please note that you will be issued an access card for access to the room for your nominated time. Your access card will NOT work outside the specified time.*** | | | | |
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| |  | | --- | | **Section 4: Technology and equipment requirements** | | | | |  |  | |  | |
| **Access to technology is for booked times only and users are required to supply their own laptop**  **Internet** 🞎 No 🞎 Yes  **Projector** 🞎 No 🞎 Yes  **TV screen** 🞎 No 🞎 Yes  **HDMI lead** 🞎 No 🞎 Yes  **Whiteboard** 🞎 No 🞎 Yes | | | | | | | | |
| **Section 5: Food and Beverage Management** | | | | | | | | |
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| **Do you propose to serve food?** | 🞎 No | | 🞎 Yes | | |  | |  |
|  | | | | | | | | |
| **Do you need access to cups and saucers, glasses, side plates, or teaspoons?** | 🞎 No | | 🞎 Yes | | |  | |  |
| **A bar fridge is available at Merbein, Red Cliffs, and Ouyen. No food heating facilities are available** | | | | | | | | |
| **Section 6: Access Card (staff only)** | | | | | | | | |
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| Access cards are required to gain entry to the Red Cliffs and Merbein Libraries, and Ouyen meeting rooms after hours. | | | | | | | | |
| Access card issued: | | 🞎 No 🞎 Yes | | | | | | |
| Card Number:  Card Issued to: [Name]  Date card issued: | |  | | | | | | |
| Date card returned: | |  | | | | | | |

Staff initials:

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| **Section 7: Public Liability Insurance indemnifying Mildura Rural City Council** |

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 $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.**

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| * 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:**

🞎 Provide details of own policy 🞎 Take out cover under Council's policy

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| **SECTION 8: Finalising your Meeting Room Hire Application Form** | |
| Thank you for completing this Application to use a Library meeting room within the municipality of Mildura Rural City Council.  Please return completed Meeting Room Hire Application Form to the relevant library email:  Mildura Library 5018 8350 or email [libraryadmin@mildura.vic.gov.au](mailto:libraryadmin@mildura.vic.gov.au)  Red Cliffs Library 5018 8366 or email [redcliffslibrary@mildura.vic.gov.au](mailto:redcliffslibrary@mildura.vic.gov.au)  Merbein Library 5018 8361 or email [merbeinlibrary@mildura.vic.gov.au](mailto:merbeinlibrary@mildura.vic.gov.au)  Ouyen Service Centre 5018 8600 or email [ouyen@mildura.vic.gov.au](mailto:ouyen@mildura.vic.gov.au)  If you require assistance to complete your Meeting Room Hire Application Form or if you would like to discuss your needs or make an enquiry, please contact library staff on the above email or Council’s Library Service:  Mildura Rural City Council Library Service  PO Box 105  MILDURA VIC 3502  03 5018 8350  Email: [libraryadmin@mildura.vic.gov.au](mailto:libraryadmin@mildura.vic.gov.au) | |
| **AUTHORISATION** | |
| I, the undersigned have read and completed my Meeting Room Hire Application Form in good faith. | |
| I understand that this Meeting Room Hire Application Form **does not** constitute approval for this event. | |
| **Print your full name** |  |
| **Signature** |  |
| **Date** |  |