



# Meeting Room Hire Application Form 2023-2024

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.

## 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** .....

### Business Structure (Tick all that apply)

- Company (Proprietary/Public)
- Trading as a business
- Unincorporated Association
- Proprietorship (including sole traders, partnerships)
- Incorporated Association

### 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)** .....

**Privacy Collection Statement:**  
Mildura Rural City Council collects Personal and or Health Information for municipal purposes as specified in the Privacy and Data Protection Act 2014. 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.

**SECTION 2 : Facility required (Tick applicable facility)**

- 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

**SECTION 3 : Hire purpose and dates**

Purpose of hire:

- Meeting
- Training
- Small workshop
- Other

Date of Actual Event	Date	Start Time	End Time
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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
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Estimated number of attendees

Date of Actual Event	Date	Start Time	End Time
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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
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Estimated number of attendees

Date of Actual Event	Date	Start Time	End Time
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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
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Estimated number of attendees

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Estimated number of attendees

Date of Actual Event	Date	Start Time	End Time
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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
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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   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Projector  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| TV screen  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| HDMI lead  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Whiteboard | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

#### Section 5: Food and Beverage Management

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/fridge is available at Merbein, Red Cliffs, and Ouyen.  
A microwave is available at Merbein and Ouyen facilities.

#### Section 6: Access Card (staff only)

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:

#### 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.

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**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 Victor Underwriting (Community Liability)

**Policy Number:** MK2CLP017469LIA

**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
- Sexual Abuse
- Total listed human disease exclusion
- Child minding/child care
- Property damage or personal injury arising out of sporting activities/demonstrations conducted by stall holders
- 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

### **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 <a href="mailto:libraryadmin@mildura.vic.gov.au">libraryadmin@mildura.vic.gov.au</a>
Red Cliffs Library	5018 8366 or email <a href="mailto:redcliffslibrary@mildura.vic.gov.au">redcliffslibrary@mildura.vic.gov.au</a>
Merbein Library	5018 8361 or email <a href="mailto:merbeinlibrary@mildura.vic.gov.au">merbeinlibrary@mildura.vic.gov.au</a>
Ouyen Service Centre	5018 8600 or email <a href="mailto:ouyen@mildura.vic.gov.au">ouyen@mildura.vic.gov.au</a>

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.

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I understand that this Meeting Room Hire Application Form **does not** constitute approval for this event.

**Print your full name**

.....

**Signature**

.....

**Date**

.....

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