



# Hall and Facility and Resource Hire Form

This form relates to Councils Hall & Facilities Hire Policy

**Applicant Name** \_\_\_\_\_

**Business Organisation Name** \_\_\_\_\_

**Postal Address** \_\_\_\_\_

**Contact Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Please select one of the following:**

- ☐ Community Group/Charity Group/Not-for-Profit
- ☐ Individual
- ☐ Organisation
- ☐ School/Education

**Please select the Facility or Resource you wish to hire:**

**Kalangadoo Institute Hall**

- ☐ Whole Facility (Hall, Supper Room & Kitchen)
- ☐ Hall Only (excluding Kitchen)
- ☐ Supper Room

**Millicent Civic & Arts Centre**

- ☐ Whole Facility (Auditorium, Function Room, Foyer & Kitchen)
- ☐ Function Room
- ☐ Auditorium & Foyer

**Millicent Library & Gallery**

- ☐ Council Chamber
- ☐ Gallery
- ☐ History Room
- ☐ Meeting Room

**Millicent Road Safety Centre**

- ☐ Amenities Building

**Millicent RSL Hall**

- ☐ Whole Facility (Hall, Kitchen & Bar)
- ☐ Hall Only (excluding Kitchen)

**Penola Basketball Stadium**

- ☐ Basketball Stadium

**Penola Visitor Information Centre**

- ☐ John Shaw Neilson Meeting Room
- ☐ History Room

**Rendelsham Community Hall**

- ☐ Whole Facility (Hall & Supper Room)
- ☐ Hall Only (excluding Kitchen)
- ☐ Supper Room

**Rymill Hall**

- ☐ Whole Facility
- ☐ Hall Only (excluding Kitchen)
- ☐ Supper Room

**Tantanoola Institute Hall**

- ☐ Whole Facility
- ☐ Hall Only (excluding Kitchen)
- ☐ Supper Room

**Date of Event** \_\_\_\_\_ **Between the hours of** \_\_\_\_\_ **and** \_\_\_\_\_

**For the purpose of** \_\_\_\_\_ **with an expected attendance of** \_\_\_\_\_.

**Please select from the following:**

- ☐ Arts & Cultural Event
- ☐ Birthday Party & Function
- ☐ Casual/Club/Sport
- ☐ Family Gathering
- ☐ Government Event
- ☐ Private Function
- ☐ Religious Event

*Is this a teenage through to 21<sup>st</sup> Birthday Party?* YES NO  
*Number of attendees aged 13 years & under* \_\_\_\_\_

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16.6.1 16.6.1/1	External	Director – Corporate Services	12/02/2021	12/02/2025

- ☐ School Event
- ☐ Wedding Ceremony
- ☐ Work Event/Celebration
- ☐ Other

**Is this a fundraising event?**

- ☐ Yes If Yes, what is the purpose of funds raised?
- ☐ No

**Do you require use of the kitchen?**

- ☐ Yes
- ☐ No

**Is alcohol to be consumed or served at this event?**

- ☐ Yes
- ☐ No

*Please note: a \$500 bond is required prior to collection of key for functions where alcohol is to served or consumed*

**Alcohol conditions:**

If alcohol is being consumed as part of your event, it is your responsibility to adhere to liquor licensing requirements. If a Liquor Licence is required for your event, a copy of the Licence will need to be provided to Council prior to the event.

**Name of person/organisation responsible for reviewing liquor licence compliance** \_\_\_\_\_

**Full Name** \_\_\_\_\_

**Licence/Qualification Number** \_\_\_\_\_

**Contact Number** \_\_\_\_\_

**Any Additional Hire Information**

**Declaration/Sign**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Form to be retained on relevant file.**

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