

Venue Booking Form

Use this form for:

Functions | Exhibits | Fairs | Trade Shows

Weddings | Reunions | Conferences | Festivals

Performances | Live Entertainment | Large or Public

Meetings ... or Other Large Events



Please note:

For small meetings and interviews of under 50 people please use the *Meetings Booking Form*.

For physical activities and exercise classes please use the *Physical Activities Booking Form*.

THIS FORM IS TO BE USED IN CONJUNCTION WITH THE COMMUNITY SPACES GUIDEBOOK



How to Book

1. Familiarise yourself with the spaces, the costs and the conditions of hiring, by reviewing the *Community Spaces Guidebook*. The guidebook is available from our centre or from the Council web site communityspaces.com.au. Our team members are also happy to email the guidebook upon your request.

2. Book a time with our staff to inspect the spaces, discuss your requirements and ensure you have captured everything you require on this form. We are more than happy to assist you with completing this *Booking Form* and *Risk Assessment* prior to processing.

3. As outlined in the *Community Spaces Guidebook*, hirers are required to supply a Certificate of Currency with this *Booking Form*.

4. On receipt of the completed *Booking Form*, you will be issued with an invoice for the hire fee. The Hirer shall pay 100% of the rental fee due prior to the commencement of the event, which will confirm your booking. Upon receipt of payment you will be sent an email confirmation of your booking.

5. A site induction with your organisation's Event Manager and a Community Spaces Team Representative will be held prior to the commencement of the event.

6. In addition to the hire fee, AU\$1,000, damages/security bond is payable prior to the event, which will be returned to the Hirer within 7 days, minus any charges for actual damages done to the venue by the Hirer or his/her associates. Bonds will be pre-authorised through the Council's EFTPOS machine at the time of the site induction prior to the commencement of the hire period.

Payment Options



IN PERSON

Cash, cheque, eftpos and credit card payments can be made in person at:

Lennox Community Centre
1 Mackney Lane

Lennox Head NSW 2478

8:30am - 4:30pm | Monday - Friday



BY PHONE

Credit card payments can be made over the phone by calling:
Call 1300 BPOINT (1300276 468) to pay using your credit card (Visa or MasterCard only).

You will be required to enter our Biller Code of 171717 and your (6) digit invoice number, which is printed in the top right hand corner of your invoice.



ELECTRONIC FUNDS TRANSFER

Deposit your payment into our bank account via EFT.

Bank: Commonwealth Bank

BSB: 062-502

Account name: Ballina Shire Council - Community Facilities

Account Number: 1044 4189

Please enter the invoice number you are paying and your abbreviated name in the reference field.



ONLINE

Visit the payments page of our website
www.ballina.nsw.gov.au or

www.bpoint.com.au to pay using your Visa or Mastercard credit card via BPOINT.

Our Biller Code is 171717 - Enter your (6) digit invoice number, which is printed in the top right hand corner of your invoice. You will also be required to enter your Customer Name.

A credit card surcharge of 0.5% will apply



BY MAIL

Cheques or money orders are welcome by post:

Please make payable to

"Ballina Shire Council" and mail to:

Lennox Head Cultural & Community Centre

1 Mackney Lane, Lennox Head, NSW 2478



**VISA & MASTERCARD
ACCEPTED**

A surcharge will apply for all credit card payments

Contact Details for Event Owner			
Name		Purchase Order	
Organisation			
Address			
Suburb		Postcode	
E-mail			
Phone		Mobile	
Account Contact <i>(if different to above contact)</i>			
Name			
Organisation			
Address			
Suburb		Postcode	
E-mail			
Phone		Mobile	
Booking Details			
Booking Name			
Event Overview			
Event Type - is this a public (open to the public) or private event Please tick one box to the left and one box below		Open to the public	<input type="checkbox"/>
		Private	<input type="checkbox"/>
Conference	<input type="checkbox"/>	Exhibition	<input type="checkbox"/>
Festival	<input type="checkbox"/>	Performance	<input type="checkbox"/>
Private Function	<input type="checkbox"/>	Other	
No of Participants	No # of Tables Required	No # of Chairs Required	
First Date of Booking	Last Date of Booking	Bump In Time	Bump Out Time
Participant Arrival Time		Participant Departure Time	

Location of Booking - Refer to Community Spaces Website of Guidebook

Which Centre do you wish to hire? Tick all that apply

Please note costs are as per Ballina Shire Council's current financial year schedule of fees and charges

Jingi Wahla Rooms Ballina Surf Club	Kentwell Community Centre	Lennox Community Centre	Alstonville Leisure and Entertainment Centre	Richmond Room	North Lakes Public Hall
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What space(s) do you wish to hire? Tick all that apply

Jullum Room <div></div>	Interview Room 1 <div></div>	Park Lane Theatre <div></div>	Meeting Room <div></div>		
Gawandi Room <div></div>	Interview Room 2 <div></div>	Kiosk <div></div>	Multi-purpose Hall <div></div>		
Dirrawong Room <div></div>	Meeting Room 1 <div></div>	Meeting Room 1 <div></div>	Sports Hall <div></div>		
Kitchenette <i>(non exclusive use available for Jullum and Dirrawong rooms only)</i> <div></div>	Meeting Room 2 <div></div>	Meeting Room 2 <div></div>	Kiosk <i>(non exclusive use)</i> <div></div>		
	Foyer (Sat/Sun only) <div></div>	Meeting Room 3 <div></div>	Foyer <i>(non exclusive use)</i> <div></div>		
		CWA Hall <div></div>	Courtyard <i>(non exclusive use)</i> <div></div>		
		Children’s Area <div></div>			
		Healthcare Office <div></div>			
		Activity Room <div></div>			
		Foyer <i>(non exclusive use)</i> <div></div>			
		Courtyard <i>(non exclusive use)</i> <div></div>			

Registered Not for Profit Organisations

Are you a Registered Not for Profit Group, as outlined in the Community Spaces Guidebook?

Yes

☐

If yes, please provide documented evidence along with this application.

No

☐

Add Ons - Additional Items Order Form

Note not all equipment is available in each location, venues are listed below item. Costs shall be provided once details are confirmed

Hire Items	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Stage Hire <i>Richmond Room or ALEC only Lennox Head stage is permanent</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wheelchair access to stage <i>Lennox only</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tiered Seating <i>Lennox only</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lectern <i>Lennox, ALEC or Ballina Surf Club only</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 x White board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stage & carpet removal <i>Lennox only</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Projector & Screen <i>Price on application</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Projector & Laptop <i>Ballina Surf Club only</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wireless Microphone <i>Richmond Room, Lennox, ALEC or Ballina Surf Club only</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting & Lighting Desk (technician not included) <i>Lennox Head only</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sound Desk (technician not included) <i>Lennox Head only</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Large Speakers <i>Lennox Head only</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins For Excess Rubbish <i>Charge for disposal fees</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor Manager (Min 4 hours, maximum 8 hours Mon/Fri only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration (Min 4 hours, maximum 8 hours Mon/Fri only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairs & Tables Set Up <i>Lennox or Alstonville only</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairs and tables wipe down and pack up <i>Lennox, Alstonville or Ballina Surf Club only</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Skips For Events <i>Charge for disposal fees</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Event Risk Assessment

Using the Risk Assessment key below please complete all controls to management risk at your event.

Please consider and list the hazards and risks associated with all activities being undertaken and equipment being used, along with how you plan to control the risk. Our Community Spaces Team are available to meet with you, to run through the activities, hazards and risks. Yet, under Workplace Health and Safety regulations, you are ultimately responsible and liable for the safety of all people who may be affected by the activities that you undertake.

Likelihood	Consequence				
	Insignificant - First Aid, little impact	Minor - Medical attention, possible isolated/short delays to event activities	Moderate - Hospitalisation, delays to event, localised Public Relations needed	Major - Permanent Injury, Cancellation of event, Public Relations outside of local area needed	Catastrophic - Death or permanent disability, external investigations
Almost Certain - Expected to happen most times during normal operations	MED	HIGH	HIGH	EXTREME	EXTREME
Likely - Expected to occur at some stage based on evidence of previous incidents	MED	MED	HIGH	HIGH	EXTREME
Possible - Not generally expected to occur under specific circumstances	LOW	MED	HIGH	HIGH	HIGH
Unlikely - Conceivable, but not likely to occur under normal operations, no evidence of previous incidents	LOW	LOW	MED	MED	HIGH
Rare - Only ever occurs under exceptional circumstances	LOW	LOW	MED	MED	HIGH

HAZARD	APPLICABLE	RISK DESCRIPTION	CONTROLS	Likelihood	Consequence	Rating
Crowd Behaviour Management including Working With Children; Sexual Harassment; and Workplace Bullying						
Electrocution						
Alcohol Management						

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HAZARD	APPLICABLE	RISK DESCRIPTION	CONTROLS	Likelihood	Consequence	Rating
Food Poisoning (Note: Kiosks are for heating food only - no cooking)						
Noise Levels						
Music heard from other hired spaces in the same building - must also hire those spaces						
Manual Handling						
Poor Lighting						

Event Risk Assessment *continued*

HAZARD	APPLICABLE	RISK DESCRIPTION	CONTROLS	Likelihood	Consequence	Rating
Security of Property and Items on Site						
Elevated Work - Working From Heights						
Traffic Management						
Poor Site Cleanliness. Waste Contamination & Public Hygiene						
Overloading Power Circuits and/or Having No Access To Power						
Fire, Explosion, Smoke or Vapour						

Event Risk Assessment *continued*

HAZARD	APPLICABLE	RISK DESCRIPTION	CONTROLS	Likelihood	Consequence	Rating
Sporting/Physical Injuries						
Damage to Building & Contents						
Adverse weather conditions e.g. Strong Winds, Exposure to High Temp						
Trip Hazards						
Temporary Structures						

Event Risk Assessment *continued*

HAZARD	APPLICABLE	RISK DESCRIPTION	CONTROLS	Likelihood	Consequence	Rating
Accessible Inclusion						
Fire, Explosion, Smoke or Vapour						
Impeded Access for Emergency Vehicles						
Hazardous Substances						
Other hazards identified						
Other hazards identified						

Booking Form Checklist

CANCELLATIONS

- All cancellation notification is required to come in writing via email to communityspaces@ballina.nsw.gov.au
- Any booking cancelled 8 days or more prior to booking date will not incur a cancellation fee.
- Any booking cancelled 7 days or less prior to the booking date will incur a cancellation fee equal to 50% of the total booking cost.
- Where no notification is received and the booking is not utilised, or notification is received on the day of the booking, no refund will be given and the full amount is payable.

PLEASE TICK THIS BOX TO INDICATE THAT YOU UNDERSTAND THE ABOVE CANCELLATION POLICY.

VENUE ACCESS

Venue access information is outlined for each venue in the Community Spaces Guidebook.

Key collection - you as the event owner must arrange for a key to be collected during the hours listed in the venue access information. Failure to do so will result in a no-show or a weekend call out fee being charged.

You, as the Event Owner are responsible for the property during the hire period. Please ensure the property & the venue are left secure and key returned as required.

PLEASE TICK THIS BOX TO INDICATE THAT YOU HAVE READ AND UNDERSTAND THE VENUE ACCESS INFORMATION

All our Community Spaces are accessible. Please note that the Ballina Surf Club function rooms are located on the second level, which are accessible via a ramp. Individuals who may experience difficulty traversing the ramp, can be provided with lift access from your organisations event manager.

PLEASE INDICATE IF YOU REQUIRE LIFT ACCESS ON YOUR SURF CLUB KEY FOB

Yes

☐

No

☐

TERMS AND CONDITIONS OF HIRE

Please tick this box to indicate that you have read, understand and agree to the Terms and Conditions as outlined in the Community Spaces Guidebook.

RISK ASSESSMENT DECLARATION

Please tick this box to indicate that you have entirely completed the enclosed Risk Assessment Tool and no other activities that have not been identified will not be undertaken.

PUBLIC LIABILITY INSURANCE DECLARATION

This event will be covered by my organisations own Public Liability Insurance Policy and a copy of my organisations Public Liability Insurance Policy's Certificate of Currency, showing cover to the value of \$20 million, must be supplied with this Booking Form to confirm your booking.

SIGNED: _____

DATE: _____

SUBMIT

Administration Use - Event Checklist

ADMINISTRATION ONLY		
ITEMS	DATE COMPLETED	INITIAL ONCE COMPLETED
Explain hire relates to internal areas only - otherwise Use of Public Land Application required through Council's Public Land Events Officer		
CM Record #		
Risk Assessment Received		
Risk Assessment Approved		
Event Invoiced		
Booking Confirmed via Payment		
Equipment & Extra Waste Removal Programmed and Invoiced		
Pre Inspection Scheduled		
Post Inspection Scheduled		
Residents Notification Letter date of distribution and scheduled		
Bond Collected Notes in booking		
Post Inspection Scheduled and Conducted		
Bond Refund		
CONFIRM THE EVENT ORGANISER HAS THESE IN PLACE		
Event Organiser and Floor Manager		
Approved Floor Plan		
Administration		
Catering Personnel with Food Handling Certification		
Liquor Licence and RSA Personnel		
Event Contact for Public Enquiries		
First Aid / Emergency Marshall		
Traffic Control		
Security Company		
Sound & Lighting AV Technician		
PUBLIC EVENTS		
If this is a public event, has promotional material been supplied		
What's On Calendar		
Regular Events in Printed What's On Guide		
VIC		
Community Noticeboards		
Display		
STOCK LEVELS CHECKED FOR EVENT		
Garbage Bags		
Chux		
Toilet Rolls		
Hand Towels		
Dish Washing Liquid		
First Aid Kit		
Hand Soap		
Tea Towels		
Dishwasher Machine Supplies		

Administration

Booking Contact		Email		Mobile Number
Site Induction Completed By				
Welcome	Risk Assessment	Parking Procedure	Security Procedure	Phone Contacts
Emergency Contacts	Code of Conduct	Incident Reporting	Smoking Area	Departure Checklist
Collect Bond \$	Bond & Keys Contact	Drivers Licence	FOB's & Keys Issued	

Health & Safety

Safety Responsibilities of Event, Contractors & Volunteers	
Reporting of Health & Safety Issues - unsafe conditions, accidents, incidents etc	
Emergency & First Aid Equipment	
Safety Signs & Exits	
Emergency Access - ambulance, fire, police	
Emergency Evacuation Procedures - emergency door mechanism demonstration for locking / securing	

Orientation of Site

Amenities across booking site	
Cleaning equipment & supplies including Vacuum, mop, broom, etc.	
Kiosk - heating & refrigeration ONLY - NO Cooking	
Location of AV Equipment	
Delivery / Parking	
Waste Disposal - Additional Costs if Require Extra Skips	

Venue Condition Report

		Clean	Undamaged	Working	Comments
Booking Space	Carpet				
	Walls				
	Lights				
	Air Conditioning				
	Windows				
	Dividing Wall				
	Curtains				
	Tiered Seating				
	TV				
	AV Box Contents				
	Stage & Ramp				
	Doors				
	Rubbish Bins				
	Piano				
	Equipment	Trestle Tables			
Round Tables					
Banquet Chairs					
Plastic Chairs					
White boards					
Data Projector					
Mic Leads					
DMX Leads					
Extension Leads					
Power Boards					
Chairs					
Trolleys					
Subs & Speakers					
Lighting Desk					
Microphones					
Laptop					
Sound Desk					
Stage Box					
Kiosk / Kitchenette	Sink				
	Cupboards				
	Fridges				
	Urn				
	Turbo Oven				
	Cleaning Supplies				
	Dishwasher				
	Bain Marie				
	Hobs				
	Rubbish Bins				

Venue Condition Report

		Clean	Undamaged	Working	Comments
Foyer	Floor				
	Walls				
	Lights				
	Windows				
	Carpet				
	Furniture				
	Security Cupboard				
	Rubbish Bins				
Female Toilet	Walls				
	Doors				
	Floors				
	Basins				
	Soap Dispenser				
	Paper Towel				
	Toilets				
	Toilet Roll Holder				
	Sanitary Bins				
	Rubbish Bins				
Male Toilet	Walls				
	Doors				
	Floors				
	Basins				
	Soap Dispenser				
	Paper Towel				
	Toilets				
	Toilet Roll Holder				
	Urinals				
	Rubbish Bins				
Accessible Toilet	Walls				
	Doors				
	Floors				
	Basin				
	Soap Dispenser				
	Paper Towel				
	Toilets				
	Toilet Roll Holder				
	Rubbish Bins				

Key Information

The purpose of this Site Induction Form is to assist hirers in meeting the Terms and Conditions of hire. In the event of hirers causing damage, leaving the venue in an unusually dirty state, or leaving excessive rubbish for disposal, hirers, will be financially liable. If the venue is left in the same state it was originally in, as documented on this form, hirers will not be charged any additional fees.

Comments

Agreement

The client is financially liable for any a) damage sustained to the function room whether by their own actions, the actions of their service provider or the actions of their guests. Cleaning charges will apply if the premises are left in an b) unusually dirty state at the end of the event or if c) excessive rubbish is left for disposal.

You authorise Ballina Shire Council to charge all monies payable to Ballina Shire Council under the hire agreement for any extension to the original agreed rental inclusions, or damage detected upon the conclusion of your hire. This will be charged to you via credit card or invoiced and cash payment required. You will be liable for all legal and debt collection costs incurred in Ballina Shire Council's attempts to recoup any and all monies owing by you, the hirer, under the hire agreement.

Name (please print): _____

Signature: _____ Date _____

Community Spaces Staff (please print): _____

Signature: _____ Date _____