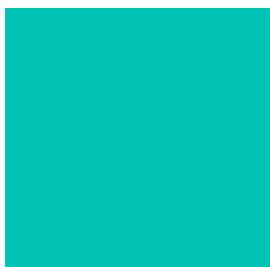
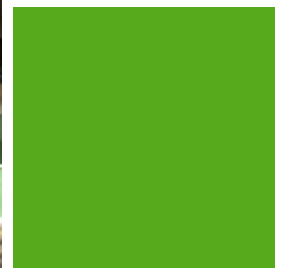
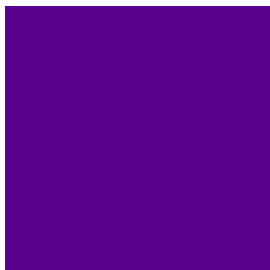
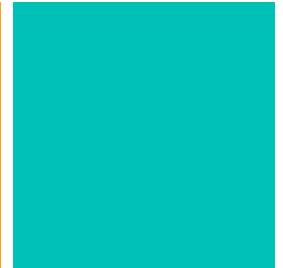


booking form

Ballina Surf Club
Kentwell Community Centre
Lennox Head Cultural and Community Centre
The Richmond Room
Alstonville Leisure and Entertainment Centre



HOW TO BOOK

1. Familiarise yourself with the spaces, and the costs and conditions of hiring them, by reviewing the *Community Spaces Guidebook*. The guidebook is available from our centres or from the Council web site. Our team members are also happy to email these to you upon request. You are also welcome to visit our centres to inspect the spaces and discuss your requirements with our staff.
2. Complete this *Booking Form and Risk Assessment* (if required) and return it to us for processing. An invoice will be issued, with payment required within 14 days. Regular hirers may elect to pay monthly.
3. As outlined in the *Community Spaces Guidebook*, any hirer who does not meet Council's public liability insurance guidelines will be required to supply a Certificate of Currency with this *Booking Form*.

Booking forms, payment and public liability certificates can be lodged in person at the Lennox Head Cultural and Community Centre or via email to: communityspaces@ballina.nsw.gov.au

PAYMENT OPTIONS

Full payment is required at the time of booking for any single use hire. A Tax Invoice will be issued at the time of payment.



IN PERSON

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

Lennox Head Cultural and Community Centre
1 Mackney Lane
Lennox Head NSW 2478

8:30am - 4:30pm Monday – Friday

* A credit card surcharge of 0.4% will apply



ONLINE

Visit the **payments page** of our website at www.ballina.nsw.gov.au or visit 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 PHONE

Credit card payments can be made over the phone by calling:

Call 1300 BPOINT (1300 276 468) 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.

* A credit card surcharge of 0.5% will apply



BY MAIL

Cheques or money orders are welcome via post:

Please make payable to

"**Ballina Shire Council**" and mail to:

Lennox Head Cultural and Community Centre
1 Mackney Lane
Lennox Head NSW 2478



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: 10444189

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



VISA & MASTERCARD ACCEPTED

A surcharge will apply for all credit card payments

YOUR BOOKING INFORMATION (PLEASE PRINT CLEARLY)

Organisation

Name (First Name, Surname)

Address

Suburb

Postcode

Email Address

Phone

Mobile

Fax

Booking Name

No. of Participants

Booking Type *Please specify e.g. Meeting, Wedding, Yoga Classes, Presentation*

Date of Booking

Start Time

Finish Time

Which Centre do you wish to hire?

Please specify e.g. Kentwell Community Centre (Ballina)

What space(s) do you wish to hire?

Please specify e.g. Meeting Room 1

No Charge Items:

Please specify numbers

Chairs

Tables

Whiteboards

Charge Items:

Please specify if you wish to hire

TV / DVD
\$10 /day

Data Projector
\$30 /day

LHCCC PA System
\$50 /day

(Please note: Ballina Surf Club has an inbuilt PA System and TV – no additional fee charged)

Will you undertake any **physical activities** during your booking?

Yes No

Would you like us to forward you a list of local **caterers**?

Yes No

For **Ballina Surf Club** functions: Do you elect to have **Council pack up and clean** your function for an additional \$350?

(Friday and Saturday evening bookings only)

Yes No

Do you wish to make this a regular booking?

Please specify the frequency of the bookings

Yes No

Weekly Fortnightly Monthly

Would you like us to include your event in our **What's On** bi-monthly newsletter?

Yes No

As a regular booking you may, from time to time, be asked to alter your booking to allow for 'one off' community events. If this was to occur you would be given suitable notice and assisted by staff to find an alternative time/space.

Please indicate that you understand and accept this as a condition of hire for regular users

Are you a Not for Profit Group and/or meet the criteria for a Community Group and wish to claim the discounted 'Community' rate, as outlined in the *Community Spaces Guidebook*?

Please indicate that you wish to claim the community rate

Notes

Please specify any additional information about your booking here; including additional spaces required, intended furniture layouts and secondary contact details for billing and invoicing.

BOOKING FORM CHECKLIST

ACCOUNTS AND TAX INVOICES

Companies, organisations and incorporated groups hiring regularly, or requiring a tax invoice to authorise payment, may elect to have their hiring fees issued via a monthly account, with payments due within 14 days.

If the invoice needs to be addressed to a secondary person, or you have special invoicing requirements (such as purchase order numbers) please provide this information in the 'Notes' section on the previous page.

Please tick this box if you require a Tax Invoice issued via account.

CANCELLATIONS

- Any booking cancelled 8 days or more prior to the 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.

Please tick this box to indicate that you have read and understand the Venue Access Information.

All of our Community Spaces are accessible. Please note that the Ballina Surf Club function rooms are located on the 2nd level, which are accessible via a ramp. Arrangements can be made to assist individuals who will have difficulty traversing the ramp.

Please indicate if you require lift access for these individuals.

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

Please tick this box to indicate that you understand and agree that you will be charged an additional fee in the event that additional cleaning is required or the venue is damaged during your hire, as outlined in the Community Spaces Guidebook.

PUBLIC LIABILITY INSURANCE DECLARATION

Please indicate whether your booking will be covered under **your own** Public Liability Insurance policy or Ballina Shire Council's Public Liability Insurance Policy (see page 5 of the Guidebook to determine which applies).

I will be covered by my own Public Liability Insurance policy

A copy of your Public Liability Insurance Policy's Certificate of Currency, showing cover to the value of \$20 million, must be supplied with this booklet to confirm your booking.

I require cover under Ballina Shire Council's 'Casual Hire' Public Liability Insurance Policy

VENUE SETUP AND PACK DOWN

- Ballina Shire Council's Community Spaces operate on a self-service model.
- All hirers are responsible for the setup and pack down of the venue.
- Hirers are required to book and pay for sufficient time before and after their booking for setup and pack down.

Please tick this box to indicate that you understand the above venue setup and pack down policy.

RISK ASSESSMENT DECLARATION

Please indicate that you have either completed the enclosed **Risk Assessment Tool**, attached your own, or determined that your booking type does not require a completed risk assessment.

SIGNED: _____

DATE: _____

EVENT RISK ASSESSMENT TOOL

Using the Risk Assessment Key below, please complete all pink, blue and green shaded areas on this form if applicable.

If you have any questions or queries in relation to the completion of this form, please speak to a Community Spaces staff member on telephone 02 6687 6291.

RISK ASSESSMENT KEY

LIKELIHOOD:	VERY HIGH: Very likely to happen	HIGH: Could happen	MEDIUM: Could happen but is unlikely	LOW: Highly unlikely to happen
CONSEQUENCE:	CATASTROPHIC: Fatality or permanent disability, or property or environmental damage over \$50,000	MAJOR: Long term illness or serious injury, or property or environmental damage between \$5,000 and \$50,000	MODERATE: Medical attention and several days off work, or property or environmental damage between \$500 and \$5,000.	MINOR: First aid required, or property or environmental damage up to \$500

Hazard	Applicable <i>please circle</i>	Risk Description	Likelihood <i>please circle</i>			Consequence <i>please circle</i>			Risk Owner	Treatments/Controls	Likelihood <i>please circle</i>			Consequence <i>please circle</i>			Have you put in place any controls?
			<i>Before any controls are applied</i>			<i>After any controls are applied</i>											
Crowd Behaviour	Yes <i>Proceed right</i> No <i>Proceed down to next hazard</i>	<ul style="list-style-type: none"> Poor crowd behaviour could result in injury to participants or public 	Very High High Medium Low	Catastrophic Major Moderate Minor	Hirer BSC	<ul style="list-style-type: none"> All events exceeding 50 participants and finishing after 10:00 PM require security Police to be informed of large events 	Very High High Medium Low	Catastrophic Major Moderate Minor	Yes No N/A								
Electrocution	Yes <i>Proceed right</i> No <i>Proceed down to next hazard</i>	<ul style="list-style-type: none"> Electric Shock and burn injuries Electrocution Unsafe equipment could develop electrical shorts, creating fire and/or shock hazards 	Very High High Medium Low	Catastrophic Major Moderate Minor	Hirer BSC	<ul style="list-style-type: none"> All electrical leads and appliances to have current certification and testing tags All electrical leads to be off the ground and not exposed to water 	Very High High Medium Low	Catastrophic Major Moderate Minor	Yes No N/A								
Fire and Explosion	Yes <i>Proceed right</i> No <i>Proceed down to next hazard</i>	<ul style="list-style-type: none"> A fire or gas explosion could occur 	Very High High Medium Low	Catastrophic Major Moderate Minor	Hirer BSC	<ul style="list-style-type: none"> All gas cylinders to have current inspection stamp Fire fighting equipment to be readily accessible Cooking facilities to be located away from flammable materials 	Very High High Medium Low	Catastrophic Major Moderate Minor	Yes No N/A								
Food Poisoning	Yes <i>Proceed right</i> No <i>Proceed down to next hazard</i>	<ul style="list-style-type: none"> A person/people may contract food poisoning 	Very High High Medium Low	Catastrophic Major Moderate Minor	Hirer BSC	<ul style="list-style-type: none"> Caters must comply with Australian National Food Standards and health regulations 	Very High High Medium Low	Catastrophic Major Moderate Minor	Yes No N/A								
Noise Levels	Yes <i>Proceed right</i> No <i>Proceed down to next hazard</i>	<ul style="list-style-type: none"> Excessive noise levels could result in hearing problems or tension and stress 	Very High High Medium Low	Catastrophic Major Moderate Minor	Hirer BSC	<ul style="list-style-type: none"> Noise levels to be reduced when calibrated noise monitor in hall exceeds required noise levels Amplified music must cease before midnight on Friday and Saturday nights, otherwise before 11:00 PM 	Very High High Medium Low	Catastrophic Major Moderate Minor	Yes No N/A								

Booking Name: _____

Booking Date: _____

Hazard	Applicable <i>please circle</i>	Risk Description	Likelihood <i>please circle</i>			Consequence <i>please circle</i>			Risk Owner	Treatments/Controls	Likelihood <i>please circle</i>			Consequence <i>please circle</i>			Have you put in place any controls?
			<i>Before any controls are applied</i>								<i>After any controls are applied</i>						
Hazardous Substances	Yes <i>Proceed right</i> No <i>Proceed down to next hazard</i>	<ul style="list-style-type: none"> • Skin contact may cause irritation or dermatitis • Vapours or fumes may cause headaches and/or respiratory problems • Long-term exposure may lead to chronic (ongoing) health effects 	Very High High Medium Low	Catastrophic Major Moderate Minor	Hirer BSC	<ul style="list-style-type: none"> • Use the least hazardous product for each job • Ensure good ventilation • Make sure safety information is on label and MSDS is provided • Provide appropriate PPE – this could include rubber gloved, eye protection, mask • Read chemical safety information and follow recommended practices 	Very High High Medium Low	Catastrophic Major Moderate Minor		Yes No N/A							
Manual Handling (bending, reaching, stretching, pulling, lifting)	Yes <i>Proceed right</i> No <i>Proceed down to next hazard</i>	<ul style="list-style-type: none"> • Incorrect manual handling procedures could result in musculoskeletal disorders, including sprains and strains 	Very High High Medium Low	Catastrophic Major Moderate Minor	Hirer BSC	<ul style="list-style-type: none"> • Assess risks before heavy equipment is handled • Ensure correct manual handling procedures used when moving equipment • Use trolleys where required • Arrange team lifts if required • Provide training in correct manual handling techniques 	Very High High Medium Low	Catastrophic Major Moderate Minor		Yes No N/A							
Poor Lighting	Yes <i>Proceed right</i> No <i>Proceed down to next hazard</i>	<ul style="list-style-type: none"> • Eye strain and irritation, fatigue, watering eyes 	Very High High Medium Low	Catastrophic Major Moderate Minor	Hirer BSC	<ul style="list-style-type: none"> • Report any concern about venue lighting 	Very High High Medium Low	Catastrophic Major Moderate Minor		Yes No N/A							
Sexual Harassment, Workplace bullying	Yes <i>Proceed right</i> No <i>Proceed down to next hazard</i>	<ul style="list-style-type: none"> • Stress and embarrassment • Privacy violation • Physical and verbal abuse 	Very High High Medium Low	Catastrophic Major Moderate Minor	Hirer BSC	<ul style="list-style-type: none"> • Establish workplace policy • Provide staff briefings or training 	Very High High Medium Low	Catastrophic Major Moderate Minor		Yes No N/A							
Sporting Injuries	Yes <i>Proceed right</i> No <i>Proceed down to next hazard</i>	<ul style="list-style-type: none"> • Sports players or spectators could be injured during bookings 	Very High High Medium Low	Catastrophic Major Moderate Minor	Hirer BSC	<ul style="list-style-type: none"> • First aid officer on site during play • Access to first aid kit 	Very High High Medium Low	Catastrophic Major Moderate Minor		Yes No N/A							
Sports Hall Equipment	Yes <i>Proceed right</i> No <i>Proceed down to next hazard</i>	<ul style="list-style-type: none"> • Back and shoulder strains and sprains, injuries to feet if equipment if dropped 	Very High High Medium Low	Catastrophic Major Moderate Minor	Hirer BSC	<ul style="list-style-type: none"> • Don't walk near equipment when in use by patrons • Follow correct manual handling procedures when moving equipment 	Very High High Medium Low	Catastrophic Major Moderate Minor		Yes No N/A							
Traffic Incident	Yes <i>Proceed right</i> No <i>Proceed down to next hazard</i>	<ul style="list-style-type: none"> • A member of the public could be injured by participant vehicles 	Very High High Medium Low	Catastrophic Major Moderate Minor	Hirer BSC	<ul style="list-style-type: none"> • Participants to abide by all traffic rules and park in designated car parks 	Very High High Medium Low	Catastrophic Major Moderate Minor		Yes No N/A							
Trip Hazards	Yes <i>Proceed right</i> No <i>Proceed down to next hazard</i>	<ul style="list-style-type: none"> • Trip hazards may cause broken bones, sprains and strains 	Very High High Medium Low	Catastrophic Major Moderate Minor	Hirer BSC	<ul style="list-style-type: none"> • Ensure all trip hazards are removed from floor • Where cords are required along the floor, ensure they are taped securely 	Very High High Medium Low	Catastrophic Major Moderate Minor		Yes No N/A							

Booking Name:

Booking Date:



Phone 02 6687 6291

Fax 02 6687 6253

Email communityspaces@ballina.nsw.gov.au

Web www.ballina.nsw.gov.au/communityspaces