

# Ad Hoc Hire Booking Form

email form to Ballina Shire Council • e [communityspaces@ballina.nsw.gov.au](mailto:communityspaces@ballina.nsw.gov.au)  
 t 02 6687 6291 • w [communityspaces.com.au](http://communityspaces.com.au)



This form is only to be used for sit down meetings where a known number of participants have agreed to meet and discuss agenda items, or participate in theoretical learning.

## Hirer Details

Organisation Name and Department (if applicable)

Hirer Number (to be provided once form is initially completed and then quoted each time)

Booking/Function/Event Name

Booking Contact (First and Surname)

Mobile Phone

E-Mail

Billing Address

Billing Contact (First and Surname)

Mobile Phone

E-Mail

On Site Contact (First and Surname)

Mobile Phone

E-Mail

## Booking Times and Dates

Number of Participants

Room Access Time

Arrival Time

Pack Up Time

Departure Time

First Date of Booking

Last Date of Booking

Regularity of Booking

Single Meeting

Fortnightly

Weekly

Monthly

Days of Booking

Monday

Wednesday

Friday

Sunday

School Holidays

Tuesday

Thursday

Saturday

Public Holidays

Other (details of recurring bookings)

## Space Requirements - Fees are as per the current financial year Schedule of Fees and Charges

### Lennox Head Cultural and Community Centre

- 1 Meeting Room
- 2 Meeting Rooms
- 3 Meeting Rooms
- Activity Room
- CWA Hall
- Childrens Area
- Health Care Office

### Kentwell Community Centre

- The Foyer
- Interview Room 1
- Interview Room 2
- Meeting Room 1
- Meeting Room 2
- Combined Meeting Rooms

### Jingi Wahla Rooms: Ballina Surf Club

- Function Room 1: The Jullum Room
- Function Room 2: The Gawandi Room
- Function Room 3: The Dirrawong Room
- Combined Rooms 1&2
- Combined Rooms 1,2 &3

### Alstonville Leisure and Entertainment Centre (ALEC)

- Sports Hall
- Multi-Function Hall
- Meeting Room

### Regional Halls

- North Lakes Hall
- Pimlico Hall
- The Richmond Room

## Furniture/Equipment Requirements - *please specify number needed (no charge)*

Chairs

Tables

White Board

*Site Specific Equipment is Available to Hire for Each Space, at a Small Cost. Please Ask Our Staff for Details*

## Meeting Details

Please select the most appropriate:

- The meeting is for a Registered Business, Sole Trader, Partnership
- The meeting is for a Community Group, Charity, or Registered Not-For-Profit Organisation
- Other (*more information*):

Briefly outline the activities that you will be undertaking and any special requirements:

## Agreement

By signing this form, you are agreeing to the following;

- By signing this form, and always agreeing to the below, I may telephone or email through my future bookings when I provide all requirements over the phone and provide payment details at the time of contact.
- The hired space will be always be used for "sit down meetings" only, precluding exercise classes, sporting activities, or physical activity that could reasonably be assessed as a risk to participants. (*Please use the "Activity Booking Form" for such events*)
- The meeting will always have less than 50 attendees, food and/or alcohol will not be served, there will **not** be live entertainment provided, products will **not** be demonstrated or sold on the day, no portion of the space will be sub-let, setting up and packing down of the event will take less than 5 minutes. (*Please use the "Function/Event Venue Expression of Interest booking form" for such events*)
- I have read, understood and agree to abide to the Terms and Conditions as outlined on Ballina Shire Community Spaces website at <http://www.communityspaces.com.au/v1/2-uncategorised/232-terms-conditions>
- I am fully aware that I am always responsible for the setting up, packing down and cleaning of the hired space, and that I have and will always booked enough time to complete these tasks. (Failure to do so could result in additional charges for cleaners, Council Staff, or lost bookings).

Signed:

Date: