



CROYDON SHIRE COUNCIL APPLICATION FOR USE OF COUNCIL FACILITIES & EQUIPMENT

Valid 1 July 2018 to 30 June 2019

Applications are to be lodged no later than 5 business working days prior to the event to allow for processing. Applications received after this time will be subject to consideration. Please ensure that you complete all sections of the application.

The prescribed fee in accordance with Council's Fees and Charges will be required when submitting an application (if applicable).

You may require Public Liability Insurance for certain types of events or activities. Council may request a copy of your cover note before your application can progress.

APPLICANT DETAILS

Name of person lodging the application	
Company name (if applicable)	
Community organisation name (if applicable)	
Are you a not-for-profit organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Postal address	
Phone number	
Mobile phone number	
Email address	

EVENT DETAILS

Day and date of event	
Time required	From _____ am/pm to _____ am/pm
Name / Type of event	
Estimated number of attendees	
Will you be charging an entry fee or registration fee for the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will outdoor amplification, or other noise, impact on the surrounding residents?	<input type="checkbox"/> Yes <input type="checkbox"/> No between ____ am/pm and ____ am/pm
Will alcohol be consumed at this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No Are you selling alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you providing alcohol to attendees? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will food be sold or served at this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No

FACILITY

Please select venue:

- | | |
|--|--|
| <input type="radio"/> Rodeo Grounds | <input type="radio"/> Matron Morrow Hall (formerly SES Hall) |
| <input type="radio"/> Recreational Grounds | <input type="radio"/> Heritage Police Residence |
| <input type="radio"/> Lake Belmore | <input type="radio"/> Hire of tables and chairs only |
| <input type="radio"/> Town Hall | <input type="radio"/> Other (give details below) |

Please give details of other _____

EQUIPMENT

All facilities include the use of tables, chairs, BBQ's and electrical catering equipment.

BBQ's and electrical catering equipment will not be hired outside of Council facilities. Tables and chairs are available for private hire. Collection and return of tables and chairs for private hire is the hirer's responsibility.

Equipment	Number Required
Bain Marie	
Pie Warmer	
Deep Fryer	
BBQ	
Urn	
Tables	
Chairs	

Name

Signature

____/____/____
Date

OFFICE USE ONLY

Date application lodged: ____/____/____

Application approved: Yes No By: _____

If no, reason: _____

Hire fee: \$_____ Date paid: ____/____/____ Receipt #: _____

Cleaning/equipment deposit: \$_____ Date paid: ____/____/____ Receipt # _____

Croydon Police notified of the event (required for private parties, large community events) Yes No

Further information or details regarding the hire: _____

Town Maintenance Supervisor/Cleaner received copy of event details Yes No Date: ____/____/____

Inspection of facility following hire carried out by: _____ Date: ____/____/____

Comments regarding inspection: _____

Deposit refunded: Yes No By: _____ Date: ____/____/____

The information collected in this form will be used by Council for lawful purposes directly related to the functions and activities of the Council. Your personal details will not be disclosed to a third party outside the process of dealing with your application, except where required by legislation (including the *Right to Information Act 2009*). The information collected may be retained as required by the *Public Records Act 2002*.

Croydon Shire Council

Fees and Charges 2018 - 2019

Council Facilities and Equipment

Fees will not be waived for the use of Council facilities for licensed functions or commercial operations. Hire rates and cleaning/equipment deposit must be paid prior to events taking place. The cleaning/equipment deposit paid will be returned to the hirer once the facilities have been inspected and the equipment has been tested (within 5 working days). If the facilities are not left in an acceptable state or items are found damaged or not in working order, the deposit will be forfeited and additional costs may be sought from the hirer.

Hire fees will be waived for Croydon Shire not-for-profit community organisations, however the cleaning/equipment deposit fee must be paid.

All facilities include the use of tables, chairs, BBQ's and electrical catering equipment. BBQ's and electrical catering equipment will not be hired outside of Council facilities.

Rodeo Grounds & Recreation Grounds

Cleaning/Equipment Deposit	\$520.00
Hire	\$250.00
Rodeo Yards	\$1.25 per head of stock per night

Lake Belmore

Cleaning/Equipment Deposit	\$520.00
Hire	\$185.00

Town Hall

Cleaning/Equipment Deposit	\$520.00
Hire	\$155.00

Matron Morrow Hall

Cleaning/Equipment Deposit	\$520.00
Hire	\$185.00

Heritage Police Residences

Cleaning/Equipment Deposit	\$200.00
Hire	\$55.00

Equipment Hire outside Council Facilities - Hire within Croydon Shire only

Tables	\$5.00/day/night
Chairs	\$1.00/day/night