

Community centre booking enquiry form

Council of the City of Gold Coast

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E cityvenuebooking@goldcoast.qld.gov.au

W cityofgoldcoast.com.au

Please use BLOCK LETTERS and complete all details in full.

For community centre bookings complete the form below. Submit the form to cityvenuebooking@goldcoast.qld.gov.au and a representative will contact you within **three working days** to progress your request. Events/expos, concerts and private functions will require further confirmation including onsite inspection/meeting with centre manager.

Community centres are not available for parties, exemptions include catered private functions as listed below:

- **Weddings** subject to approval after a site inspection (Note: No exception for engagement parties)
- **Senior's functions** (including birthdays) 60 years + subject to approval after a site inspection
- **Children age 1-11 years birthday parties** where the function finishes by 6:00pm

Also note that external amplified music at Kirra Hill and Ormeau Centres must cease by 9.30pm and Banksia Hall by 7pm. It is the hirer's responsibility to notify residents 1 week prior to the event.

Privacy statement

Council of the City of Gold Coast (Council) is collecting your personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain Council's customer information records. Your information is handled in accordance with the Information Privacy Act (Qld) 2009 and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information go to <http://www.goldcoast.qld.gov.au/privacy-81.html>.

Council may also use your personal information in order to contact you to provide you with information regarding Council functions and services. If you do not wish to receive such information please opt out using the unsubscribe link in the communication material sent to you.

Section 1 – Contact details / organisation / applicant details

Organisation / applicant name

(as you would like it to appear on your tax invoice):

Business Partner account number

(if applicable):

Primary contact name:

Email:

Postal address:

Telephone number:

Mobile number:

Type of organisation (Select one option only):

Commercial Hire

ABN / ACN #:

Commercial with community benefit

as defined by City of Gold Coast (City)

State or Federal Government

Private Hire

Not for Profit Organisation

Incorporated / Unincorporated / Interest Group

Government and Private school / university

Religious services

City Internal Booking

SAP Number:

Section 2 – Venue Details (* Indicates the Venue is also suitable for events)

- *Albert Waterways Community Centre
- Burleigh Heads/ Fradgley Hall
- Burleigh Waters Community Centre
- Coomera Community Space (133 Finnegan Way)
- Elanora Community Centre
- *Helensvale Cultural Centre
- Helensvale Community Centre (Discovery Drive)
- Hope Island/ Banksia Park Hall
- *Kirra Hill Community & Cultural Centre
- Jacobs Well Community Centre
- Labrador Community Hub
- Mermaid Beach Community Centre

- Mudgeeraba Old Post Office
- *Nerang Bicentennial Community Centre
- Ormeau Centre
- Pacific Pines Community Hub
- *Paradise Point – Large
- Paradise Point – Small
- *Robina Community Centre
- *Runaway Bay Community Centre (Lae Drive)
- Runaway Bay Youth Centre (379 Oxley Drive)
- *Southport Community Centre
- Springbrook Community Hall
- *Upper Coomera Centre (90 Reserve Road)

Section 3 – Booking Details (To be completed for all booking enquiries – please specify how many people are expected to attend).

Number of attendees (estimate per age group):

Adults (26-59 yrs)

Children (0-11yrs)

Seniors (60+yrs)

Youth (12-25yrs)

Room Type:

Main Hall / Auditorium

Meeting / Activity Room - Room Number:

Conference Room

Kitchen

Other – Please Specify:

How will you set up room:

Theatre

Reception

Vacant

Requested Equipment

Other

Activity Type:

Meeting

Arts / drama / dance

Youth program

Training / education

Health and wellbeing

Event / expo / concert

Private function

Playgroup

Physical activity

Social services

Religious services

Activity Description (please describe your activity):

Activity fee (please advise the fee you will be charging):

Section 4 – Single booking enquiries Single booking enquires (Please include sufficient time in your booking enquiry for set up and pack down). Please check with Event Venues for minimum hire times. All other bookings must be a minimum of one hour.

Single Hire (day and date of booking):

Arrival time (including time to set up):

Departure time (including time to pack down):

Section 5 – Regular and /or multiple booking information for current calendar year

Regular hirers must obtain a Sundry Debtor account. Nominated booking times specified must be adhered to. A new form is to be submitted each new calendar year. Hirers must retain a copy of this completed form. Any changes must be advised in writing. Cancellation policy as per 'Conditions of Hire'.

First booking date:

Day of week / month:

Last booking date:

Day of week / month:

Bookings required in school holidays? Yes No

Bookings required on public holidays? Yes No

Booking details for current calendar year:

Day of week	Start time	Finish time	Attendance numbers	Entry cost to activity
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Signature of applicant

Would you like to receive information and updates on the City's community centres YES NO

I, _____ as the duly authorised agent of _____

having read and understood the 'Conditions of Hire' for the Centre do hereby accept and will abide by the terms and conditions contained therein.

I will be available to be inducted as the Event Coordinator and the appropriate training documentation is to be completed and signed off prior to commencement of my annual bookings. (Qld Fire Regulations S-32)

I authorise the release of the hirers contact details to any member of the public interested in attending our group meeting/classes. YES NO

Signature: _____

Please print name (electronic copies only): _____ Date: _____