

Community centre booking enquiry form

Please email completed forms to communitycentres@goldcoast.qld.gov.au. Our reservations team 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's Birthday parties only for ages 1-11 years**

Special residential area noise considerations: Amplified music & microphones must cease by 9.30pm at Kirra Hill and Ormeau Centres and Banksia Park Hall by 7pm.

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)

Onsite Contact on day of booking:

Email:

Accounts Contact Name: (if applicable)

Accounts Email: (if applicable)

Postal Address:

Telephone Number:

Mobile Phone Number:

Type of organisation: (select ONE option only)

Commercial hire
ABN / ACN #:

City Internal Booking
SAP Number:

Commercial with community benefit
as defined by City of Gold Coast (City)

Private Hire

Government and Private school / university

Religious services

Not for Profit Organisation
Incorporated / Unincorporated / Interest Group

State or Federal Government

Section 2 – Community centre details

Name of Community Centre that you wish to hire:

Section 3 – Booking details

Number of attendees: (estimate per age group)

Adults (26-59yrs)

Seniors (60+yrs)

Children (0-11yrs)

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

Other – Please Specify: _____

Audio Visual Requirements:

Projector/TV

Microphone

AV Tech Support Staff

Activity Type:

Arts / drama / dance

Event / expo / concert

Health and wellbeing

Meeting / conference

Private function

Physical activity

Religious services

Social services

Training / education

Wedding

Youth program

Activity Description: (describe your activity)

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

Will alcohol be served?

No alcohol will be consumed

Yes – sold

Yes – BYO

Yes – supplied free

Yes – via caterer

Section 4 – Single booking enquiries (Please include sufficient time in your booking enquiry for set up and pack down). Please check with the Centre 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'.

Start date of first booking:

Day of week / month:

Occurrence: (circle)

Daily / Weekly

Fortnightly / Monthly

Finish date of last booking:

Day of week / month:

Bookings required in school holidays? Yes No

Bookings required on public holidays? Yes No

Bookings details for current calendar year:

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

Section 6 – 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: _____