

Nerang Community Hall Booking Enquiry Form

Nerang Community Hall
34 Price Street, NERANG
P 0401 045 210

E nchabookings@gmail.com
W cityofgoldcoast.com.au/communitycentres

Please use **BLOCK LETTERS** and complete all details in full.

For Nerang Community Hall and Meeting room bookings complete the form below. Submit the form to nchabookings@gmail.com and a representative will contact you to progress your request.

Section 1 – Contact details / organisation / applicant details

Organisation / applicant name (will appear on invoice for payment):

Primary contact name:

Email:

Postal address:

Telephone number:

Mobile number:

Type of organisation (select one option only):

Commercial | ABN/ACN:

Commercial with community benefit as defined by Council | ABN/ACN:

State or Federal Government

Private hire

Not-for-Profit organisation

Incorporated/Unincorporated/Interest Group

Religious services

Government and Private school/university

Liability insurance number, company and expiry date

Section 2 – Booking details

To be completed for all booking enquiries

Number of attendees (list estimates number of attendees within each age group):

Children (0-11yrs)

Youth (12-25yrs)

Adults (26-59yrs)

Seniors (60+yrs)

Activity Type:

Meeting

Event / expo / concert

Arts / drama / dance

Private function

Youth program

Playgroup

Training / education

Physical activity

Health and wellbeing

Religious services

Room Type:

Main hall

Meeting room

Activity description:

Activity fee (charge to participants if applicable):

Section 3 – Single booking enquiries

Please include enough time in your booking enquiry to set up and pack down

Single hire - date of booking:

Arrival time:

Departure time:

Section 4 – Regular and /or multiple booking information for current calendar year

For regular bookings, 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:

Do you require the venue during school holidays?

Yes No

Do you require the venue on public holidays?

Yes No

Booking details for current calendar year:

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

Signature of applicant

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: _____