

## COMMUNITY FACILITY BOOKING APPLICATION FORM

Please refer to the Former Leichhardt Council Community Facility Conditions of Hire before completing this application. You may wish to complete this Booking Application Form online via our website by visiting

<https://www.innerwest.nsw.gov.au/places-spaces/community-centres-and-town-halls>

### BOOKING DETAILS

<b>Event / Activity Name:</b>			
<b>Requested Venue: (Please (✓))</b>	<input type="checkbox"/> Annandale Community Centre – Back Hall <input type="checkbox"/> Annandale Community Centre – Upstairs Hall <input type="checkbox"/> Annandale Community Centre – Meeting Room <input type="checkbox"/> Balmain Town Hall <input type="checkbox"/> Balmain Town Hall – Meeting Room <input type="checkbox"/> Clontarf Cottage <input type="checkbox"/> Hannaford Community Centre – Heffernan Hall (main hall) <input type="checkbox"/> Hannaford Community Centre – Activity Room <input type="checkbox"/> Hannaford Community Centre – Therapy Room <input type="checkbox"/> Hannaford Community Centre – Meeting Room <input type="checkbox"/> Hannaford Community Centre – Meeting Room & Lounge Area <input type="checkbox"/> Leichhardt MarketPlace Community Room <input type="checkbox"/> Leichhardt Town Hall <input type="checkbox"/> Jimmy Little Community Centre – Main Hall <input type="checkbox"/> Jimmy Little Community Centre – Meeting Room <input type="checkbox"/> Whites Creek Cottage <input type="checkbox"/> Whites Creek Cottage - Stables		
<b>Type of Event:</b>			
<b>No. of Attendees: (Please (✓))</b>	<input type="checkbox"/> 0-9 <input type="checkbox"/> 20-29 <input type="checkbox"/> 20-29 <input type="checkbox"/> 30-49	<input type="checkbox"/> 50-99 <input type="checkbox"/> 100-149 <input type="checkbox"/> 150-200 <input type="checkbox"/> Over 200	

### For Casual Hire

<b>Date/s requested:</b>				
<b>Times:</b>	From:	Am/pm	To:	Am/pm
<b>(Including set up and pack up)</b>				

### For REGULAR HIRE (weekly, monthly, or regular bookings)

<b>Date Range:</b>				
Please attach a list of specific dates and times if required.				
<b>Days(s) requested:</b>				
Date Exclusions apply such as School Holidays, Public Holidays				
<b>Times:</b>	From:	Am/pm	To:	Am/pm
<b>(Including set up and pack up)</b>				

## Activity Details

<b>Days(s) requested:</b>					
<b>Times:</b>	From:	Am/pm	To:	Am/pm	
	<b>(Including set up and pack up)</b>				
Contact person and phone number for general enquiries regarding the activity:					
Activity start time:		Activity finish time:			
Is the activity open to the public?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will you be utilising the facility for the purpose of commercial art auctions, markets, or retail sales?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will you be utilising the facility for purposes of hosting a same sex marriage		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will amplified or live music be used during your booking?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please give details:					
Will you be providing services to children requiring compliance with the Child Protection (Working With Children) Act 2012?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If YES, you are required to be able to provide on request, all necessary clearances, permissions, certificates and permits as directed by the legislation. Failure to do so may result in Council cancelling the booking.					
Will you be serving food or engaging the services of a contractor to provide food services during your booking? (this includes temporary food stalls or mobile food vehicles)		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, you are required to ensure compliance with current Food Safety Standards, and if applicable, hold an appropriate Temporary Food Stall license issued by Leichhardt Council.					
Will you be engaging the services of a contractor to conduct activities on the premises during your booking?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, you are required to obtain and provide to Council a copy of the contractors' Certificate of currency for public liability insurance to the value of twenty million dollars.					
Will alcohol be sold at the facility during your booking?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, you are required to obtain and provide to Council details of an appropriate license. Please attach to this application.					
Will alcohol be served in the facility during your booking?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will there be more than 12 persons present during your booking?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, you may be required to nominate a delegated attendee with an RSA accreditation.					

## Participants Details

<b>Proportion of participants that live in the Inner West Council area *?</b>	<input type="checkbox"/> 10% or less <input type="checkbox"/> Approximately 25% <input type="checkbox"/> Approximately 50% <input type="checkbox"/> Approximately 75% <input type="checkbox"/> 100%
<p>*This includes the suburbs of Annandale, Ashfield, Balmain (including Balmain East), Birchgrove, Dobroyd Point, Dulwich Hill, Enmore, Haberfield, Leichhardt, Lewisham, Lilyfield, Marrickville, South Marrickville, Petersham, Rozelle, Stanmore, St Peters, Summer Hill, Sydenham, Tempe. Inner West Council also includes parts of Ashbury, Camperdown, Croydon, Croydon Park, Hurlstone Park and Newtown.</p>	
<b>Who is the activity primarily targeted at? (Please (✓) one or more boxes )</b>	<input type="checkbox"/> Aboriginal and/or Torres Strait Islander peoples <input type="checkbox"/> Children 0 – 11 years <input type="checkbox"/> Lesbian, gay, bisexual, transgender, intersex, queer communities <input type="checkbox"/> Older people (55 years and over) <input type="checkbox"/> People from culturally and linguistically diverse backgrounds <input type="checkbox"/> People with a disability <input type="checkbox"/> Residents of boarding houses <input type="checkbox"/> People who are homeless <input type="checkbox"/> Women <input type="checkbox"/> Youth (12-24) <input type="checkbox"/> Activity not targeted: aimed at general population <input type="checkbox"/> Other – Please specify .....
<b>Is the activity free to participants? (Please (✓))</b>  <b>If no, what is the cost per person per session?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Under \$5 <input type="checkbox"/> \$5- \$10 <input type="checkbox"/> \$11- \$15 <input type="checkbox"/> \$16- \$20 <input type="checkbox"/> Over \$20                      (Please Specify).....
<b>Approximately what proportion of your participants hold low-income or pensioner Health Care Cards?</b>  <b>Do you offer concessional/lower fees for people with a Health Care Card? (Please (✓))</b>	<input type="checkbox"/> 10% or less <input type="checkbox"/> Approximately 25% <input type="checkbox"/> Approximately 50% <input type="checkbox"/> Approximately 75% <input type="checkbox"/> 100%  <input type="checkbox"/> Yes <input type="checkbox"/> No

## Applicant Details

<b>Organisation or hirers name:</b>			
<b>Contact name:</b>			
<b>Street Address:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Postal Address (if different to street address):</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Phone No:</b>		<b>Mobile:</b>	
<b>Email:</b>			

## Alternate contact for Booking

<b>Contact Name:</b>			
<b>Phone No:</b>		<b>Mobile:</b>	
<b>Email:</b>			

## Further Information

Are you a sporting body, club, association or incorporated body?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will you be utilising the facility for commercial or profit making purposes?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will you be hiring or have you hired an Inner West Council facility more frequently than once per calendar month?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you hired an Inner West Council facility more than 11 times this year?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If you answered YES to any of the above questions, you are required to provide a copy of a valid Certificate of Currency as evidence of public liability insurance to the value of twenty million dollars. Please attach to this application				

## Invoicing Details (IF DIFFERENT TO YOUR DETAILS)

<b>Organisation Name (if applicable):</b>			
<b>Contact Name:</b>			
<b>Street Address:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Postal Address (if different to street address):</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Phone No:</b>		<b>Mobile:</b>	
<b>Email:</b>			

## Declaration

I have attached a copy of my/our Certificate of Currency as evidence of public liability insurance if applicable. I have read and understand the Inner West Council Community Facilities Conditions of Hire. I understand that information provided with this application (including the application form) and any subsequent information submitted as part of this application, may be disclosed under the provisions of the Government Information (Public Access) Act 2009 and correspondence from Council may be made available for viewing by the general public.

**Applicant's signature:**

**Date:**

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## Privacy Statement

Application forms and/or names and addresses of people making an application are information that is publicly available. In accordance with section 18(1)(b) of the Privacy and Personal Information Protection Act 1998 (NSW), you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the Government Information (Public Access) Act 2009, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate such on the application form

## Instructions for Applicants

Lodging an application requires a completed application form, all relevant information and the payment of the required fee.

**INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO YOU**

- Lodge in person – Leichhardt Customer Service Centre, 7-15 Wetherill St, Leichhardt.  
Ashfield Customer Service Centre, 260 Liverpool Road, Ashfield.  
Marrickville Customer Service Centre 2-14 Fisher Street, Petersham  
Opening hours for service centres are Monday - Friday, 8.30am – 5.00pm,  
(to ensure access to cashiering services attend service centres between 8.30am - 4.30pm Monday - Friday)

Lodge by mail –

**C/o Community Facility Booking Officer- Leichhardt,  
Ashfield Service Centre  
Inner West Council PO Box 14 Petersham NSW 2049**

- Lodge by Email – [council@innerwest.nsw.gov.au](mailto:council@innerwest.nsw.gov.au)
- Application will be checked at lodgement to ensure the required information is provided
- Payment – In person – cash, cheque, EFTPOS, credit card (0.75% charged on credit card payments; MasterCard and Visa only).
- Payment – By mail – make cheque payable to Inner West Council
- Applications for Annandale Community Centre, Hannaford Community Centre and Jimmy Little Community Centre may be lodged at the respective centres during their administration office opening hours.

## Please Note

**Lodgement of this Application Form does not confirm your booking.**

Once your application has been received and processed, you will receive notification of a tentative booking along with a request for payment of hire fees, including refundable bond and key deposit. You will also receive information regarding how you can make your payment.

Your booking will only be confirmed upon receipt of full payment (including refundable bond and key deposit). Confirmation of your booking will be provided in writing. You will be required to visit the facility or Council's Customer Service Centre at Leichhardt to collect the necessary key/s and receive a facility briefing prior to your booking.

### OFFICE USE ONLY

Checked by Officer:		Receipt No:	
Date received:		Amount Paid:	
DWS No/Trim No:		Cashier Code:	
Events Perfect No.		Initial of Officer:	