

## Application for Facility Hire

### A Applicant Details

Note: the applicant is the person responsible for making the application and need not be the owner of the land. The applicant is responsible for ensuring the information provided on all Mareeba Shire Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant.

Applicant Name:						
Organisation Name:				ABN:		
Postal Address:						
Suburb / Town:			State:			
Phone Number:						
Email Address:						

### B Facility Hire Details

Name of Facility:						
Address of Facility:						
Date of Hire:	Start Date:			End Date:		
Time of Event: <i>(Including time to setup and cleanup)</i>	Start Time:	am/pm		End Time:	am/pm	
<b>If you require a reoccurring hire, please attach a calendar indicating the dates required.</b>						
Name / Description of the function:						
Anticipated number of attendees:						
Will alcohol be consumed?	Yes			No		
<i>If yes, a refundable bond will apply. If yes and it is a fundraising event, attach copy of Liquor licence or exemption.</i>						
Are you preparing and serving food to the public?	Yes			No		
<i>If yes, please contact Councils' Environmental Health Section for food licence requirements.</i>						
Are tables and chairs required?	Yes			No		
	No. of chairs:			No. of tables:		

Current public liability insurance of 20 million dollars must be provided and a copy of the policy or certificate of currency must be submitted to Council. **(Mareeba Shire Council MUST be listed as an interested party)**

### C Group Type

Are you a commercial entity?	Yes	No
Is your organisation a non-profit, incorporated group or association of persons with the primary aim of conducting activities and providing services for community benefit?	Yes	No
Does your group rely predominantly on volunteer labour, community fundraising, membership fees and donations?	Yes	No
Does your group receive state or federal government operational grants and/or rely on a fee for service business model?	Yes	No

### D Event

Is the event private, commercial or not for profit?	Private	Commercial	Not-for-profit
Is the event/activity open to the public?	Yes		No
Is the event/activity a fundraiser?	Yes		No
Is there an entry fee, or charge to attend or participate in the event/activity?	Yes		No
What is the fee or charge?	Fee: \$		
Is the event/activity funded by state or federal government operational grants?	Yes		No

### E Checklist and Applicant Declaration

Have you attached?

- Current Public Liability insurance certificate of currency (\$20 million) nominating Mareeba Shire Council as an interested party OR Casual Hirer Form
- Liquor permit or exemption (if applicable)
- Calendar (if reoccurring booking)
- I declare that the information provided in this application is true and correct.
- I have read and understand the Facility Hire Conditions.
- I am aware that waste management requirements and cleaning of the venue are to be arranged by the applicant.

<b>Applicant Name:</b>			
<b>Applicant Signature:</b>		<b>Date:</b>	

**Privacy Notice:** Mareeba Shire Council is collecting applicant details in accordance with Council's Local Law in order to assess your application for approval. This information will only be accessed by Council employees and other persons authorised under the Local Government Act. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.