

Application for Meeting Room Hire Mareeba Library

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:		Postcode:	
Phone Number:					
Email Address:					

B Hall Hire Details

Name of Facility:				
Address of Facility:				
Date of Hire:	Start Date:		End Date:	
Time of Event: (Including time to setup and cleanup)	Start Time:	am/pm	End Time:	am/pm
If you require a reoccurring hire, please attach a calendar indicating the dates required.				
Name / Description of the function:				
Anticipated number of attendees:				
Do you have public liability insurance for the event				
Please provide a copy of your public liability insurance or completed casual hirer form Mareeba Shire Council MUST be listed as an interested party				
Are tables and chairs required?	Yes		No	
	No. of chairs:		No. of tables:	

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

Calendar (if reoccurring booking)

- I declare that the information provided in this application is true and correct.
- I have read and understand the Hall Hire Conditions.
- I am aware that waste management requirements and cleaning of the venue are to be arranged by the applicant.

Applicant Name:			
Applicant Signature:		Date:	

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.