## Cowra Civic Centre

### 2012/2013 Application for Hire

Name of Organisation (if applicable): 

Contact Name: Mr/Mrs/Ms/Miss 

Address: Contact Phone No: 

Name of Function: 

Proposed Date of Function: 

Time: From: To: 

Proposed Dates and Times for Rehearsals/Set Up: 

Additional Requests: 

### Please indicate facilities required (all figures are inclusive of GST)

<table>
<thead>
<tr>
<th>Facility</th>
<th>Catered Functions (e.g. wedding reception, balls, parties, dinners)</th>
<th>Non-Catered Functions (i.e. where no food or drink is served)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUDITORIUM</strong></td>
<td>$467.25</td>
<td>$342.90</td>
</tr>
<tr>
<td><strong>STAGE PRODUCTIONS</strong></td>
<td>$342.90</td>
<td>$517.00</td>
</tr>
<tr>
<td><strong>THEATRETTE</strong> (where required with or without use of the auditorium)</td>
<td>$244.50</td>
<td>$181.30</td>
</tr>
<tr>
<td><strong>ADDITIONAL CHARGES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen (includes use of bain-marie, urns, stoves/ovens, fridges)</td>
<td>$181.30</td>
<td></td>
</tr>
<tr>
<td>Bar – alcohol served (includes use of refrigerators, urns, glass washes)</td>
<td>$181.30</td>
<td></td>
</tr>
<tr>
<td>Rehearsals or Set Up</td>
<td>$33.35/hr</td>
<td></td>
</tr>
<tr>
<td>Additional charge if spot or floodlighting required at rehearsals</td>
<td>$59.15/hr</td>
<td></td>
</tr>
<tr>
<td>Foyer (where no other part of the hall is required)</td>
<td>$181.30</td>
<td></td>
</tr>
<tr>
<td>Additional charge for each session above one on the same day (auditorium or stage booking)</td>
<td>$181.30</td>
<td></td>
</tr>
</tbody>
</table>

### Estimated Total

Office Use

- Received Date: 
- Time: 
- Registration Date: 
- Document Number: 
- Officer Initial: 
- Disposal: years
TERMS & CONDITIONS OF HIRE

PLEASE NOTE: To secure a tentative booking, application, deposit and evidence of public liability cover must be received within 14 days.

Applications
Applications to use the Civic Centre must be made at least 28 days prior to the dates required. You will be notified of the result of your application by mail within 7 working days of submitting your application.

Deposits
All bookings must be accompanied by a deposit as per the following:
Auditorium/Stage Productions - $200 deposit. Theatrette/Foyer Functions - $100 deposit.
No bookings will be processed until this deposit is paid.

Cancellation
Notification of any cancellation is to be made in writing at least 14 days prior to the event date otherwise the deposit is forfeited.
*GST payable if deposit forfeited.

After Hours
Failure to vacate hall after 1:30am will incur a charge of an additional days hire per hour or part thereof.

Multiple Bookings
Any organisation hiring the hall for a minimum of 5 events over any 12 month period (at least 3 of which must be full performances at which admission fees are charged) may be eligible for a 50% rebate on the total hire charge.

Public Liability Insurance
All incorporated bodies, sporting association, associations of any kind or profit making/commercial activities must provide a copy of their Public Liability Insurance Policy (min $10million) at the time of lodging their application. No booking will be processed without evidence of the appropriate insurance to cover the hirer for the event.

Liquor License
Under no circumstances is BYO permitted. Where alcohol is to be served, a copy of the applicant’s liquor license must be provided.

Additional Costs
The costs calculated on this form are an indication only and are subject to increase in the case of after hours use, payment of damage, cleaning costs, extended rehearsal times etc.

Emergency Evacuation Plan
A copy of the Civic Centre Emergency Evacuation Plan is attached for your information. Please familiarise yourself with this document and retain it for referral during your event.

I hereby acknowledge that I am duly authorised by the Organisation to complete this Application and to accept the Terms and Conditions of Hire for and on behalf of the Organisation, and I confirm that I have read and understand the contents of this Application.

Signature: ................................................................. Print Name: .................................................................
Position in Organisation: .................................................................................................................................
Date: ..............................................................................................................................................................

Please return this completed application to Council’s Customer Service Centre, 116 Kendal St Cowra 2794
If you have any enquiries regarding this application, please contact Council’s Civic Centre Manager on 0427 414 806

Checklist (Office Use only):
Deposit Received: .................................................................
Public Liability Policy: ................................................................. Liquor Licence: .................................................................
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All enquiries to the Civic Centre Manager on 0427 414 806
EMERGENCY: POLICE, FIRE, AMBULANCE - DIAL 000 (ALL AREAS)

EVACUATION PROCEDURES

On hearing emergency evacuation alarm or on being instructed to evacuate, staff not performing emergency related roles should proceed as follows:

- Remain calm
- Ensure that persons in your immediate vicinity are aware that they must evacuate.
- Unless directly involved in controlling the emergency or assisting wardens, immediately leave the building (wardens will instruct you on the exit to be used) and proceed to the nearest safe assembly area.
- Note: If you are not in your usual area when the building/site is evacuated, do not return to your own area; join the people in the area you are in. Do not run, do not go to change rooms, lockers, toilets and do not use any elevators. If safe to do so close all doors and windows before leaving your work area. This will reduce the spread of fire and smoke.
- Assist any persons experiencing difficulty with the evacuation; notify nearest warden if additional assistance is required (e.g. injured or disabled person)
- Report any missing persons to a warden or emergency services personnel.

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EMERGENCY RESPONSE & EVACUATION PLAN - FIRST FLOOR

- Fire extinguisher
- Fire hose reel
- Emergency communications
- Fire wardens
- Emergency exits
- First aid officer/kit
- Fire blanket
- Assembly area

LEGEND

EMERGENCY RESPONSE & EVACUATION PLAN - SECOND FLOOR

- Fire extinguisher
- Fire hose reel
- Emergency communications
- Fire wardens
- Emergency exits
- First aid officer/kit
- Fire blanket
- Assembly area

LEGEND