**Community Venues**

**Meeting Room Hire Agreement**

|  |  |
| --- | --- |
| **Merri-bek Civic Centre**  90 Bell Street Coburg VIC 3058  T: 03 9240 1111 | **Postal Address:**  Locked Bag 10 Moreland VIC 3058  E: [communityvenues@merri-bek.vic.gov.au](mailto:communityvenues@merri-bek.vic.gov.au) |

|  |  |  |  |
| --- | --- | --- | --- |
| **PART A – HIRER DETAILS Tentative Booking ID Number:** | | | |
| **First name:** | | **Surname:** | |
| **Organisation /**  **Community group name:** | | | |
| **Address:** | | | |
| **Suburb:** | | **State: Postcode:** | |
| **Email:** | | **Mobile:** | |
| **PART B – FUNCTION DETAILS** | | | |
| **Number of people attending:** | | | |
| **Meeting** | **Seminar** | **Workshop** | **Educational class** |
| **Community group** | **Hobby club** | **Body Corporate** | **Political campaign** |
| **Other – specify:** | | | |
| **Tell us about your meeting:** | | | |
|  | | | |
|  | | | |
| **Is there a participation/entry fee?**  **NO**  **YES - amount $............** | | | |
| **Do you receive financial support/funding**? **NO**  **YES - amount $............** | | | |
| **If YES, please provide information about the type of financial support/funding:** | | | |
|  | | | |
|  | | | |
|  | | | |
| |  |  |  | | --- | --- | --- | | **PART C – VENUE SELECTION -** (\*represents Disability Accessible) | | | | **Campbell Turnbull Library Meeting Room** | 24 seated | 30 standing | | **Coburg North Meeting Room (COLES complex) \*** | 24 seated | 30 standing | | **Coburg Library Meeting Room\*** | 24 seated | 30 standing | | **Fawkner Meeting Room** | 24 seated | 30 standing | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART C – VENUE SELECTION -** (\*represents Disability Accessible) | | | | |
| **Campbell Turnbull Library Meeting Room** | | 24 seated | 30 standing | |
| **Coburg North Meeting Room (COLES complex) \*** | | 24 seated | 30 standing | |
| **Coburg Library Meeting Room\*** | | 24 seated | 30 standing | |
| **Fawkner Meeting Room** | | 24 seated | 30 standing | |
| **PART D – ADDITIONAL INFORMATION** | | | | | |
| **Are you a commercial business/sole trader?** YES  NO | | | | | |
| **If YES, please attach a copy of your public liability insurance certificate with this application** | | | | | |
| **Are you applying for the community rate?**  YES NO  To be considered for this rate, you must provide the below information: | | | | | |
| **Is your organisation a community group or club?**  YES NO | | | | | |
| **Are the majority of members Merri-bek residents?**  YES NO | | | | | |
| **Are members charged a yearly membership fee?**  **NO**  **YES - amount $............** | | | | | |
| **Can Merri-bek residents join your group or club?**  YES  NO | | | | | |
| **Organisation’s ABN:** | | | | | |
| **Incorporated Number:** | | | | | |
| **Is your organisation publicly listed with**  YES  NO  **Australian Charities and Not-for-Profit Commission?** | | | | | |
| **Please explain how your booking meets a broader community need and/or encourages community participation:** | | | | | |
| **PART E – BOOKING DATE & TIME** Your booking times must include set up and pack down | | | | | |
| **Date:** | **Set Up Time** | **Event Start** | **Vacate Time** | | |
|  |  |  |  | | |
|  |  |  |  | | |
|  |  |  |  | | |
|  |  |  |  | | |
|  |  |  |  | | |
|  |  |  |  | | |
| **PART G – FOOD & BEVERAGE** | | | | | | |
|  | | | **YES** | **NO** | | |
| **Will food be provided at the function?** | | |  |  | | |
| **Will food be sold and/or included as part of the entry fee? \*** | | |  |  | | |
| \*If YES, please complete the Merri-bek City Council Food Premises Checklist Food Act 1984 [Click Here](https://www.merri-bek.vic.gov.au/globalassets/areas/facilities/council-food-premisis-checklist.docx) | | | | | | |
| **Will alcohol be provided?** | | |  |  | | |
| **Will alcohol be sold and/or included as part of the entry fee? \*** | | |  |  | | |
| \*If YES, a Liquor Licence must be obtained and submitted with this application. | | | | | | |
| **PART H – DECLARATION** | | | | | | |
| **NOT PERMITTED**  Single use plastic, balloons, jumping castles, smoke machines, open flames, gas bottles, pyrotechnics and animals (with the exception of Assistance/Guide Dogs).  Please view our [Venue Hire Terms and Conditions](https://www.merri-bek.vic.gov.au/globalassets/website-merri-bek/areas/exploring-merri-bek/events/venues/venue-booking-forms/community-venue-hire_tc_2023.docx) before signing.  **I have read and agree with the conditions detailed in the Community Venues Hire**  **Agreement and Terms and Conditions.**  **I am over the age of 21 years and agree that the above information is true and correct and**  **the booking is tentative until confirmed by Merri-bek City Council in writing and paid in full.**  **I accept full responsibility for any damage to the Centre and/or additional fees incurred as**  **outlined in the Community Venues Hire Agreement.** | | | | | | |
| **NAME:**  **(Please print)** | | | | | | |
| **SIGNATURE:** | | **DATE:       /      /** | | | | |

**Please ensure all sections are complete as** failure to do so willresult in your booking being declined**.**

**Via Email:** (preferred method)

[communityvenues@merri-bek.vic.gov.au](mailto:communityvenues@merri-bek.vic.gov.au)

**In person:** Coburg Civic Centre, 90 Bell St, Coburg

**Use of your personal information**

Merri-bek City Council is committed to protecting your privacy in accordance with the Privacy and Data Protection Act 2014 (VIC) and the Health Records Act 2001 (VIC).

The personal information requested on this form is being collected by Merri-bek City Council for Community Venues and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number). The personal information may be disclosed to debt recovery agencies should hirers be in arrears and may also be used by Council for related purposes.

It will not be disclosed to any other external party without your consent, unless required or authorised by law. Hirers must provide personal information to book with Community Venues.

You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council’s Privacy Officer via telephone on 9240 1111 or email at [Privacyofficer@merri-bek.vic.gov.au](mailto:Privacyofficer@merri-bek.vic.gov.au)