

Cessnock Performing Arts Centre Application for Hire



Name of applicant

Address

Suburb

Post code

Contact telephone BH

Mobile

Email

Date/s of Event

Time (including set up and dismantle time) From

To

Type of event

Number attending (approx)

but will not exceed

I wish to hire (please tick appropriate box)

<input type="checkbox"/>	Theatre	<input type="checkbox"/>	Meeting Room	<input type="checkbox"/>	Technical staff sound
<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Seniors Room	<input type="checkbox"/>	Technical staff lights
<input type="checkbox"/>	Foyer	<input type="checkbox"/>	Program Room	<input type="checkbox"/>	Front of House
<input type="checkbox"/>	Outdoor North	<input type="checkbox"/>	Outdoor South		

Please tick the appropriate box below

<input type="checkbox"/>	I have Public Liability insurance to the value of \$10,000,000
<input type="checkbox"/>	I will purchase Council's Casual Hirers Public Liability Insurance

Please tick the appropriate box below

<input type="checkbox"/>	I am a Community / Educational organisation (community groups, not for profit groups, schools etc)
<input type="checkbox"/>	I am a Professional / Commercial organisation (touring groups, dance schools, conferences etc)

Signature of applicant

Turn over for lodgement details.

HOW TO LODGE THIS APPLICATION FORM

In person Council Administration Building 62-78 Vincent Street Cessnock NSW
Post Cessnock City Council
 Po Box 152 CESSNOCK 2325
Fax (02) 49934200
Email council@cessnock.nsw.gov.au

On receipt of this application Council will assess it and forward a Venue Hire Agreement and tax invoice for the fees and bond. The Agreement must be completed, signed and returned to Council with payment within 14 days and no later than one week prior to a function. Thorough completion of this form will assist in the assessment of your application.

For further enquiries contact Council on 49934100 during business hours.

OFFICE USE ONLY

FEE CATEGORY

- Community / Educational
- Profession / Commercial
- Copy of Certificate of Currency – Public Liability Insurance supplied

CORRESPONDENCE

Centre Hire Agreement and Tax Invoice sent on _____

PAYMENTS

Full Hiring Charges	\$.....	Receipt No	Date
Bond	\$.....	Receipt No	Date
Public Liability Fee	\$.....	Receipt No	Date
Total	\$.....		

BOND RETRIEVAL

Deductions	\$.....	Receipt No	Date
Cheque No		