



**APPLICATION FOR HIRING
GOULBURN HISTORIC WATERWORKS**

Civic Centre 184 – 194 Bourke Street, Goulburn NSW
Telephone: (02) 4823 4444 www.goulburnwaterworks.com.au

Correspondence to: museums@goulburn.nsw.gov.au or Locked Bag 22 Goulburn NSW 2580

I hereby make application to hire the Goulburn Historic Waterworks as follows:

ORGANISATION/NAME.....

APPLICANTS (HIRER’S) ADDRESS

Contact no/s:

Email address:

TYPE OF FUNCTION

DO YOU REQUIRE POWER: YES/NO If yes, there is limited power available. Please discuss your requirements with Council staff prior to your booking.

DO YOU REQUIRE USE OF THE ELECTRIC BBQS? YES/NO

DO YOU NEED TO BOOK A WEDDING REHEARSAL DATE? YES/NO If yes provide date:.....

If you are booking a wedding reception you will need to arrange an onsite inspection prior to your booking with a Council staff member. Please note in consideration of nearby residents please ask your guests to leave quietly before 12 midnight.

FUNCTION DATE..... **DAY**

COMMENCING AT..... **CONCLUDING AT**

NO’S ATTENDING

CLEAN UP DATE

The following options are available for hire (please see brochure for further details):

Facility	Tick	Amount
Café – includes kitchenette & seating for 25		\$110
Grounds for wedding photos (max 1 hour)		\$73
Pumphouse for photos only – strictly 1 hour (+ grounds hire)		\$82
Grounds for wedding ceremony		\$230
Grounds for major event e.g. wedding reception		\$450
Grounds for small family events e.g. child’s party		\$110
Cleaning & damages deposit - major event		TBA

BOOKING CONDITIONS – PLEASE READ AND SIGN OVER THE PAGE

I, the hirer, as stated over, am responsible for this booking and understand this booking is subject to cancellation if the following conditions of hire are not met:

1. Prompt payment of the hire fee, as fixed by the Council, for use of the venue and for the payment of any other charges arising out of this booking, including the cost of repairing any damage to the premises, fixtures or fittings, waste collection and any post event / booking cleaning.
2. Payment of an amenities cleaning fee during booked events, should Council cleaners be required.
3. The venue and all amenities will be left in a clean and tidy condition and all rubbish placed in the bins provided.
PLEASE DO NOT USE SYNTHETIC FLOWERS PETALS AS THESE ARE CONSIDERED TO BE RUBBISH.



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4. Payment of a cleaning/damage deposit should this be required. The deposit will be determined by Council. The deposit is to be paid to Council's Revenue Officer with payment of the venue hire fee. This deposit is fully refundable when a satisfactory inspection of the premises has been carried out after the event.
5. Providing a copy of the appropriate public liability insurance. Council's casual hirer's insurance policy will cover casual hirers of any facilities owned by Goulburn Mulwaree Council (other than Incorporated Bodies, Sporting Clubs or Associations of any kind, Commercial or Profit Making activities).
6. If alcohol is to be consumed or available for sale, that the NSW Office of Liquor, Gaming & Racing, Council and the Licensing Officer (Police) have been notified (if applicable) and permission granted. Note that glassware is not permitted in Council parks or sporting fields.
7. If there are food sales at this event, please refer to Council's web site for food handling and notification requirements, or contact Council's Environmental Services for further details.
8. To ensure the safety of the public, guests and Council staff, a risk assessment or an event risk management document identifying potential hazards and how those hazards will be addressed has been prepared and a copy attached to this application.
9. All leads to electrical appliances or equipment used during the booking must be tagged and tested by a licensed electrician within the past 12 months.
10. Goulburn Mulwaree Council has adopted a Sun Safe Policy, a copy of which is available on request.
11. Keys may be allocated for this venue. No additional keys may be cut by the hirer. Please contact Council during the week prior to your event to arrange collection of keys. Please note non-return of keys will result in a charge of \$50.
12. The event organiser is responsible for ensuring adequate toilet facilities are supplied for participants.
13. The event organiser is responsible at all times for the good order, conduct and behaviour of participants and spectators.

There is no smoking in any Council outdoor open space or sporting fields as per the smoke-free environment act 2000.

Motor vehicles are not permitted on grassed areas in parks or reserves, unless prior arrangement is made with Council.

Important: all buildings at the Waterworks are alarmed.

Written confirmation will be sent once the completed booking application has been lodged with Council.

An invoice will be sent one month prior to your booking if not paid prior.

I have conducted a pre-booking inspection (if applicable) on (date): _____

Copy of Public Liability insurance attached (if required) (tick)

Copy of event Risk Assessment attached (mandatory) (tick)

Council collects personal information only for a lawful purpose that is directly related to Council's functions and activities. Council is required under the Privacy & Personal Information Protection Act 1998 (PPIPA) to collect, maintain & use your personal information in accordance with the Privacy Principles & other relevant requirements of the PPIPA. For further information or clarification please contact Council's Privacy Officer or refer to Council's Privacy Management Policy at www.goulburn.nsw.gov.au

Signature **Date**.....

Hire Fee	(GwatWorks/Other PJ1246011426)	\$
Cleaning/Damage Deposit (GDamage/clean/dep GL1995302)		\$
Other		\$
TOTAL		\$

Office Use Only:

Receipt No...... **Amount Paid**..... **Date**.....