

Individual or Organisation wish to hire or book a Council Facility

Notify Council either via phone, in person etc
Council requests the booking to be completed and returned on a booking form

Casual Use Recreation Ground and Facilities booking form

Recreation Ground & Facility Agreement Application

Completed forms to Council approximately 2 weeks before booking

Forms are completed and returned to the Council

Forms are checked to ensure that they are completed with all information required

Application is processed as per the Facility Hire Procedure

Location and dates requested are checked for suitability

Does the application have public liability insurance?
Are they covered by the Councils public liability insurance?
Is a food licence required?
Is a place of assembly required?
Is a temporary Occupancy Permit required?
Is a liquor Permit required?

Delegated Council Officers to work together to review requirements and process information i.e Environmental Services
Completed within 3 days of receipt of application

Processing takes approximately 1 week to process once all paperwork has been approved

Calculate pricing based on fees and charges register

Fee Calculation Template

Advise applicant verbally of the costs associated and confirm all details.

Formalise Agreement

Casual Hire

Hall Hire

Facility Use Agreement

Invoice for Hire fees

Invoice to be prepared noting the fees for hire, bond amount making sure to note that it is refundable and insurance if applicable.
Invoice is to be issued with a cover letting explaining the agreement and confirming the booking

Applicant to Pay fees and collect Keys from the Council Administration Office

Applicant hosts event

Applicant returns keys to the Council Administration Office

Bond inspection undertaken by Council Officer. Satisfactory result achieved?

Facility Hire Bond inspection return form

Yes

No

Bond returned

Notify applicant of necessary requirements for bond to be returned

File Information according to Record Control Procedure