



OFFICE USE ONLY

Booking No: Date:

LODGEMENT OF APPLICATION

Council: Monday-Friday, 8:00am - 4:30pm
Auburn Service Centre - 1 Susan Street, Auburn NSW 2144
Merrylands Service Centre - 16 Memorial Avenue, Merrylands NSW 2160

Mail: The General Manager, Cumberland City Council, PO Box 42, Merrylands NSW 2160

Email: granvillecommunitycentre@cumberland.nsw.gov.au

Applicant Details

Organisation Name: ABN:

Applicant Name:

Contact Number(s):

Contact Email:

Postal Address: Unit no: House no:

Street:

Suburb: Postcode:

Authorised Contact: Phone Number:

About the Hirer

<input type="checkbox"/> Individual/Private	<input type="checkbox"/> School	<input type="checkbox"/> Government
<input type="checkbox"/> Business/Commercial	<input type="checkbox"/> Religious/Worship Group	<input type="checkbox"/> Not for Profit
<input type="checkbox"/> Unincorporated Group	<input type="checkbox"/> Political Party	<input type="checkbox"/> Other

If other, please specify:

Booking Date and Time

Day: Mon Tues Wed Thurs Fri Sat Sun

Frequency: Weekly Fortnightly Monthly Bi-Monthly One-Off

Include in booking: School Holidays Public Holidays *(Additional charges may apply)*

Start Date: End Date:

Start Time: End Time:

Booking must include setup and clean up time as part of booked time

Venue Space Required

Refer to website for all available spaces, capacity and Fees and Charges. For more information, visit <https://www.cumberland.nsw.gov.au/venue/granville-centre>

Space Required:

<input type="checkbox"/> Large Hall	<input type="checkbox"/> Medium Hall	<input type="checkbox"/> The Meeting Place
<input type="checkbox"/> Combined Multipurpose Room	<input type="checkbox"/> Multipurpose Room 1	<input type="checkbox"/> Multipurpose Room 2
<input type="checkbox"/> Co Lab Studio	<input type="checkbox"/> Creative Suite	<input type="checkbox"/> Video Studio
<input type="checkbox"/> Combined Meeting Room	<input type="checkbox"/> Meeting Room 2	<input type="checkbox"/> Meeting Room 3
<input type="checkbox"/> Music Studio with Recording Studio	<input type="checkbox"/> Commercial Kitchen	<input type="checkbox"/> Consult Room 1
<input type="checkbox"/> Futsal Court	<input type="checkbox"/> The Training Room	

Booking Details

Purpose of Booking:

Type of Activity:

<input type="checkbox"/> Meeting	<input type="checkbox"/> Education Program	<input type="checkbox"/> Community Service/Program
<input type="checkbox"/> Community Event/Festival	<input type="checkbox"/> Wedding/Engagement	<input type="checkbox"/> Dinner
<input type="checkbox"/> Social/Cultural Activity	<input type="checkbox"/> Recreational/Sporting Activity	<input type="checkbox"/> Children's Party
<input type="checkbox"/> Birthday: <input type="checkbox"/> 18 th <input type="checkbox"/> 21 st		<input type="checkbox"/> Other

If other, please specify:

Description of Activity

Please provide a detailed explanation of the specific activities proposed for the duration of the hire agreement. This explanation should also include some detail about how these activities contribute to and support the intended vision of The Granville Centre as a premium Western Sydney Arts and Cultural facility.

Number of Guests

Number of guests:

Percentage of participants from the Cumberland City LGA:

Food and Alcohol

Will food be served? Yes No

Will alcohol be consumed? Yes No

Register Your Event - https://www.police.nsw.gov.au/online_services/party_safety/party_registration

Have you registered your party? Yes No NA

Registration ID Number:

Certificate of Currency for Public Liability Insurance (AUD\$20 million)

If you are an incorporated organisation or commercial organisation, please attach a copy of your Certificate of Currency for Public Liability Insurance and complete the details below. Note: Regular Hirers – please provide annually

Name of Insurer:

Amount covered: Expiry Date:

Bond Refund

Direct Deposit - Bond refunds will be deposited directly into your bank account within 7 working days upon inspection and/or return of keys/swipe card following a booking.

Name of Bank: Account Name:

BSB No: Account No:

Check required - A cheque will require a further 5 working days to be issued, please allow additional postage time

Name: Signature: Date:

Note: Please ensure the details above match the payee of the bond as the refund will be returned to the original payee

Documents Required

- Please attach any advertisements/flyers or other promotional materials distributed to promote the proposed activity (include images where possible).
- Certificate of Currency for Public Liability Insurance (\$20million)

Privacy Policy

The supply of this information by you is voluntary. If you do not provide all the information, Council will be unable to process your application. Cumberland City Council is required to comply with the information protection principles in the Privacy and Personal Information Act 1998 (PPIP Act). These principles regulate the collection, storage, use and disclosure of personal information held by government agencies. Generally, any personal information you provide to Council will only be used and/or disclosed for the Council's purposes, or a directly related purpose, unless you consent to another use or disclosure, in emergencies or as otherwise required or authorised by law, including release to NSW Police. Further information is available in Council's Privacy Management Plan.

Declaration

- I certify that to the best of my knowledge the information supplied in this application is true and correct.
- I agree to abide by the Terms and Conditions of Hire.
- I agree to advise Council in writing should there be any alterations or additions to the information supplied therein.
- **Council reserves the right to refuse or cancel any booking at any point due to non-disclosure of information or supply of misleading, incorrect, or inadequate information by the Hirer.**

Name:

Signature: Date:

Cumberland City Council

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160.

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