



# Gladstone Area Promotion and Development Limited

## Venue Booking Form

*Nutchee Building – Philip Street Communities and Families Precinct*

### 1. Hirer Details

#### Hirer Name

*Individual or Group/Association/Organisation/Club name*

- Private/Commercial
- Not-for-Profit – with NO paid employees
- Not-for-Profit – with paid employees

#### Contact Person Name

#### Contact Person Phone

#### Contact Person Address

#### Contact Person Email

#### Alternative Contact Name and Phone

### 2. Booking Details

- Program/Play Space INCLUDING Kitchen
- Program/Play Space
- Kitchen only
- Meeting Room
- Consultation Room

#### Type of Use

*Playgroup, Parenting Program, Social Program etc.*

#### Maximum number of participants

#### Booking Type

- Once Off

#### Date of Booking

- Regular and Recurring

#### First Date

#### Last Date

#### Frequency

*Weekly, Fortnightly, Monthly etc*

#### Start time

#### End Time

*Half hour each side of the booking time is allowed for set up and pack up. Please speak to us if you need more time.*

- Booking needed on Public Holidays
- Booking needed during School Holidays

#### Other Relevant Information

### 3. COVID-19 Requirements

I have read and signed a copy of the COVID-19 requirements document

- Yes
- No

### 4. Public Liability

Does your organisation have Public Liability Insurance?

- Yes
- No

### 5. Disclosure

*I hereby make application for the premises as set out in this form for the day and times specified. I acknowledge I have received and read a copy of the relevant conditions of hire and Emergency Evacuation Procedures. I undertake to be bound by and comply with these documents in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with these conditions. I confirm all information provided is true and correct and that I am authorised to sign this application.*

Signature

Date



**Fees current as of 4 January 2022**

Venue	Fee – Community Organisation	Private & Commercial	GST	Unit*
Program/Play Space INCLUDING Kitchen	\$100.00	\$145.00	Y	Per Hour
Program/Play Space Excluding Kitchen	\$90.00	\$135.00	Y	Per Hour
Kitchen only	\$65.00	\$95.00	Y	Per day
Kitchen only	\$32.50	\$47.50	Y	Per half day
Meeting Room	\$65.00	\$95.00	Y	Per day
Meeting Room	\$32.50	\$47.50	Y	Per half day
Consultation Room	\$65.00	\$95.00	Y	Per day
Consultation Room	\$32.50	\$47.50	Y	Per half day

\* **Per Day** allows for the regular premises opening hours of 9am to 4:30pm however if access is required outside of these times this can be negotiated on a case by case basis.

\* **Per Half Day** allows for a maximum of 5hrs access to the space being booked, ceasing by 12noon of the date booked OR commencing from 12noon of the day booked.

