



ANNUAL VENUE BOOKING FORM

File No: _____

Record No: _____

To be completed and returned to the Shire Offices

Please TICK applicable venue, one form per venue.

York Town Hall

- Entire Town Hall **Or** Lesser Hall & Kitchen
 Kitchen

Please refer to the schedule of fees and charges [online](#).

HIRER'S DETAILS

Organisation:			
Contact Name:			
Postal Address:			
Phone:		Email Address:	
Preferred Contact Method:	<input type="checkbox"/> Telephone	<input type="checkbox"/> Email	<input type="checkbox"/> Post

Please tick if you are one of the following: NFP/Community Group Private/Commercial Use

Please tick if you qualify for Seniors

Discount: Yes Paperwork Attached

(A 20% reduction will apply to all bookings relating primarily to Seniors Activities – Subject to Approval)

BOOKING DETAILS

Day Booking is Required: (e.g. Every Monday)	
Time of Use: (e.g. 9am – 11am)	
Public Liability Insurance Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No – Provided Previously _____

Please Note: A calendar has been provided. Please circle or highlight each required date. Please take into consideration school holidays and public holidays.

- Please retain a copy of these completed documents for your records.
- The above request is not confirmation of booking. Bookings will be confirmed on receipt of payment.
- Community groups are reminded that full paying bookings will be given priority.

HIRER'S DECLARATION

I have read and understood the Conditions of Hire for the Venue. I understand that should the Property and associated facilities not be left in a condition satisfactory to the Shire of York, I will forfeit all or part of my bond to cover cleaning or repairs required.

I understand that it is my responsibility to ensure that I remain informed of the current Federal and State Government directives regarding COVID-19.

Signed: _____

Date: _____

Last Updated 8/11/2022

OFFICE USE ONLY

N & A Code:	
Booking Number:	
Unavailable Dates:	
Bond Paid:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Standing
Bond Receipt Number:	
Fee Code:	
Hirer notified of current COVID Requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No

COMMUNICATIONS

Copy emailed to appropriate Officer(s)	<input type="checkbox"/> Parks & Gardens (Depot) <input type="checkbox"/> Events & Economic Development Officer <input type="checkbox"/> Debtors Officer <input type="checkbox"/> Visitors Centre <input type="checkbox"/> Health Officer <input type="checkbox"/> Technical Services Officer
Creditor form completed	<input type="checkbox"/> Yes <input type="checkbox"/> Existing Creditor