



MEETING ROOM Booking Form

APPLICATION / REGISTRATION INFORMATION

OVERVIEW:

For making bookings of the Renmark Paringa Council Community & Civic Centre Meeting Rooms.

PROCEDURE:

Complete Sections 1, 2, & 3 and return to Council. You will be contacted shortly after by Customer Services Staff informing if your application has been approved and if there are any other requirements or fees to be paid.

SECTION 1: CONTACT DETAILS (*details to be provided)

Organisation Name*	
Contact Person*	
Postal Address*:	
Contact Number*:	
Fax:	
Email*:	

SECTION 2: ROOM HIRE DETAILS

Day(s) & Date(s) Required:	
Time(s) Required:	
Number of Attendees:	
Reason/Purpose for Hire:	
Kitchen Required:	
Kitchen Facilities Required:	
Equipment Required:	(please refer to terms & conditions for equipment available)

SECTION 3: AGREEMENT

The applicant agrees to abide by all terms and conditions, as outlined in attached document "Terms and Conditions of Use".

Name:	
Signature:	
Date	

IF YOU ARE BOOKING ON BEHALF OF SOMEONE ELSE, PLEASE ADVISE USER OF TERMS AND CONDITIONS OF ROOM HIRE



SECTION 4: OFFICE USE ONLY

Approval:	Granted:			Refused		
Meeting Room:	1	2				
Approved by:						
Position:						
Signature:						
Date:						
Equipment approved to use:						

SECTION 5: OFFICE USE ONLY

Hire Charge	\$
Invoice to be address to:	
Date invoice posted:	
Date invoice paid:	
Receipt Number:	
Completed by:	
Signature:	

CHECKLIST FOR CHAMBER/COMMITTEE ROOM BOOKINGS

**PLEASE HIGHLIGHT THE ITEMS THAT YOU WISH TO
USE**

ITEMS AVAILABLE	COMMITTEE ROOMS	CHAMBER	KITCHEN
25 x standard chairs	N/A	√	N/A
13 x executive chairs	N/A	√	N/A
7 x large tables	N/A	√	N/A
3 x large tables	√	N/A	N/A
1 x lectern	N/A	√	N/A
1 x Electronic Whiteboard (on wheels)	N/A	√	N/A
Data Projector	N/A	√	N/A
Cables to hook up to Data Projector	N/A	√	N/A
Projection Screen	N/A	√	N/A
10 x standard chairs	√	N/A	N/A
2 x whiteboards (fixed)	√	N/A	N/A
Oven with Hotplates	N/A	N/A	√
Microwave	N/A	N/A	√
Dishwasher	N/A	N/A	√
Bar Fridge/Freezer	N/A	N/A	√
Cutlery/Crockery/Glassware	N/A	N/A	√
Microphone	N/A	√	N/A
Wi Fi service is available upon request	√	√	N/A

PLEASE NOTE:

You will need to provide your own laptop, there is not one available for use.

COUNCIL KITCHEN

Booking Form and Terms & Conditions

APPLICATION / REGISTRATION INFORMATION

OVERVIEW:

The following is a list of what is available for use in the Council Kitchen. Please indicate what you will require to use, and where applicable number of items required for use. (An instruction manual is located in the kitchen for all appliances).

PROCEDURE:

Complete Sections 2 & 3 and return to Council along with your room booking form. You will be contacted shortly after by Customer Services Staff informing if your application has been approved and if there are any other requirements or fees to be paid.

SECTION 1: APPLIANCES AVAILABLE FOR USE

Oven and Hotplates	Microwave
Dishwasher	Small Bar Fridge

SECTION 2: SUPPLIES AVAILABLE FOR USE

<u>Item</u>	<u>Number Available</u>	<u>Number Required</u>
Cups and Saucers	100	
Side Plates	50	
Glasses (eg water/OJ)	50	
Beer Schooners	50	
Wine Glasses	50	
OJ/Wine Carafes	10	

Crockery (knives, forks, tea spoons & soup spoons) are also available for use.

SECTION 3: OTHER INFORMATION

Drinking Water	Tap Water (Filtered Water) is available for use for drinking water. Water Jugs are available.	
Cleaning Up	Please note that it is the responsibility of the hirer to clean up afterwards, wash any dishes and put any used items away.	
Name of Hirer:		
Room that is being hired (please select):	Meeting Room	Council Chamber

TERMS AND CONDITIONS

ROOM HIRE

INFORMATION

OVERVIEW:

This information sheet covers the terms and conditions that hirers of the Council Chambers and Meeting Rooms must adhere to.

SECTION 1: CONFIRMATION OF BOOKING

Confirmation of booking is subject to room availability, and the receipt of the completed and signed booking form.

SECTION 2: TEA/COFFEE FACILITIES & SUPPLIES & CONSUMPTION OF FOOD

Tea/Coffee making facilities are available on request. Food may be consumed in the Council Chambers and Meeting Rooms. We ask that you refrain from eating meals in the foyer area.

SECTION 3: ROOM LAYOUT

The Community Chambers & Meeting Rooms are left set up in meeting style. If the hirer requires the room to be set out any other way Council is not responsible for setting up tables and chairs in either of these rooms. Please ensure you make enough time prior to your event to ensure the room is set up to suit your requirements. No furniture is to be removed from any meeting room or the Chamber without prior permission from Council.

All furniture must be returned to its original position – see layout on storeroom door

SECTION 4: KITCHEN AND CONTENTS

The Community Chambers Kitchen is fully equipped with crockery, cutlery etc, however it is the responsibility of the hirer to clean up afterwards. Load any dirty dishes in the dishwasher and turn on, all other items to be put away. The kitchen is available for use on application. A fee may apply.

SECTION 5: CLEANING

The venue and furniture must be left in a clean and tidy condition. If cleaning is required fees may be charged. A vacuum cleaner is available if required.

SECTION 6: NO SMOKING POLICY

Smoking is not permitted in the Renmark Paringa Council Community & Civic Centre.

SECTION 7: DISPLAY OF POSTERS

No working papers, posters etc are to be stuck on any wall within the building (eg use of blu-tack, sticky tape etc). Mounted Whiteboards are available for use in all meeting rooms and a moveable white board is available for use in the Community Chambers.

SECTION 8: DAMAGE TO EQUIPMENT

Renmark Paringa Council cannot accept liability for the loss or damage to goods or equipment owned or hired by the hirer or their guests. In the event that any equipment owned by the Renmark Paringa Council is damaged, it will be the responsibility of the hirer to cover repair or replacement costs.

SECTION 9: BREAKAGES

The hirer is responsible for all breakages to equipment, furniture and fixtures (including kitchen contents) and any Council property that may be removed from the venue.

SECTION 10: EQUIPMENT REQUIRED

Prior to the event the hirer/user must specify all the equipment that will be required as per checklist on page 3. It is also a requirement that prior to your booking date, users must make a time with Council Staff to be shown how to use the requested equipment, as it is not guaranteed that staff will be available to assist you on the day/night.

SECTION 11: LIGHTS, AIR CONDITIONER AND SECURITY

When leaving the premises the hirer must ensure that the air conditioner and all lights have been turned off, all guests have vacated the building and the door exited by is locked and security system activated.

SECTION 12: PAYMENT FOR HIRE (IF APPLICABLE)

Once the completed booking form has been received and the request for hire has been approved, a tax invoice will be posted to the hirer after the event. Payment can be made by cash, cheque, credit, EFTPOS. Details are outlined on the tax invoice.

SECTION 13: FEES & CHARGES FOR HIRE – COUNCIL CHAMBERS & MEETING ROOMS

Council Chamber:

Community Groups (Local)	\$No Charge
Government Agencies/Industry Groups	\$270.00
Commercial/Retail	Not Available

Meeting Rooms:

Community Groups (Local)	\$No Charge
Government Agencies/Industry Groups	\$90.00
Commercial/Retail	Not Available

SECTION 14: FACILITIES – COMMUNITY CHAMBERS

Furniture

25 standard chairs
7 large tables

13 executive chairs
3 small tables

Lectern

Electronic Whiteboard (on wheels) – **please inform if this item is required for use**

Electronic Equipment

Data Projector
Projection Screen

Power Points
Microphone

Cables for Data Projector

PLEASE NOTE – You will need to provide your own laptop, there is not one available for use.

Please be advised that there is no IT staff available to help with equipment setup.

SECTION 15: FACILITIES – MEETING ROOM 1

Furniture:

3 large tables

10 standard chairs

Other:

2 whiteboards (fixed to wall)

SECTION 16: FACILITIES – MEETING ROOM 2

Furniture:

3 large tables

10 standard chairs

Other:

2 whiteboards (fixed to wall)

SECTION 17: FACILITIES - KITCHEN

Fully equipped kitchen including oven (with hotplates), microwave, dishwasher, fridge/freezer, cutlery, crockery, glassware.