



# CARRATHOOL SHIRE COUNCIL

9-11 Cobram Street Goolgowi NSW 2652

PO Box 12 Goolgowi NSW 2652

Ph: 6965 1900 Fax: 6965 1379




Email: council@carrathool.nsw.gov.au

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## Facility Hire Form

*Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the legislation. Council is to be regarded as the agency that holds the information. Enquiries can be addressed to Council by telephoning 02 6965 1900.*

Booking Information	
Facility	<input type="checkbox"/> Goolgowi Council Chambers <input type="checkbox"/> Hillston District Office - Board Room <input type="checkbox"/> Hillston Street Stall (Key 51)
Date of Booking	
Organisation	
Contact Name	
Contact Phone	
Hire Cost	\$ <input type="checkbox"/> Pre-paid <input type="checkbox"/> Debtor Raised
By signing below, you agree to the conditions of use outlined on this form.	
Signature	 Date: / /
Conditions of Use	
Offices: <ol style="list-style-type: none"><li>1. Facility is to be left in a tidy state, with all furniture returned to its original place.</li><li>2. Kitchen areas are to be cleaned following use and any dirty dishes washed up.</li><li>3. Access is available during office hours, 8.30am-4.15pm Monday - Friday.</li><li>4. Report any issues / damages to Council following hire.</li></ol> Street Stall: <ol style="list-style-type: none"><li>1. Key is to be collected from the Hillston District Office and returned immediately after use.</li><li>2. A sign is to be erected and clearly visible stating which charitable / not for profit community organisation the stall will benefit.</li><li>3. Street Stall Kiosk is to be left in a tidy state.</li></ol>	
Office Use Only	
Key Collected By	<input type="checkbox"/> N/A
Key Returned	 Date: / /
Amount Paid	Receipt Number
Authorised Officer	 Date: / /