



CARRATHOOL SHIRE COUNCIL

9-11 Cobram Street Goolgowi NSW 2652
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Form: 164
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Library/ RTC Office Meeting Room Booking 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			
Organisation Name			
Address			
Contact Person			
Contact Number/s			
Email			
Purpose of Booking			
Kitchenette Required? <input type="checkbox"/> Yes <input type="checkbox"/> No (Charges may apply for kitchenette use)			
Number Attending? <input type="checkbox"/> 0-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 20-30		Chairs Required?	<input type="checkbox"/> Yes (Number:)
Date Required		Time Required	
Is this group a not for profit organisation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Public Liability Insurance? <input type="checkbox"/> No <input type="checkbox"/> Yes (please provide a copy of insurance certificate)			
Conditions of Hire			
By returning this completed form and signing below you agree to the following conditions of hire: <ul style="list-style-type: none"> No smoking Bookings should be made with library staff The hirer of the room accepts responsibility for the room and facilities used by the group After hours use can be negotiated. You must arrange after hours use in advance to obtain keys Keys must be returned to library staff after each use <p>This is an application for room hire. Completion of this application does not necessarily mean approval will be given. Cancellation of any booking must be made 24 hours before the date of hire.</p> <p>The hirer agrees to indemnify and keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them in connection with the hirers performance or purported performance of its obligations under this Agreement and be directly related to the negligent acts, errors or omission of the Hirer. The Hirers liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.</p>			
Applicants Signature		Date: / /	
<p><i>This completed booking form can be faxed on 02 6967 2758 or emailed to library@carrathool.nsw.gov.au or mailed to: Carrathool Shire Library 175 High Street, Hillston NSW 2675.</i></p>			
Office Use Only			
Booking fee		\$	
Payment		<input type="checkbox"/> Card <input type="checkbox"/> Cash	



Library / RTC Office Meeting Room Fees & Charges 2023/24

Receipt Number		
<i>Please Note: Prices quoted effective from 1 July 2024 and are subject to change as at 1 July each year. GST applicable and fee is inclusive.</i>		
Meeting Room Hire	Full Day	\$60
	Half Day	\$35
	Evening Hire	\$60
RTC Office Hire	Daily Rate	\$35
	Weekly Rate	\$170