



Application for Venue Hire

Submission of this application **DOES NOT** constitute approval.

Application is to be submitted a minimum of 48 hours prior to nominated date to be considered.

Tentative bookings will only be held for 10 business days.

Privacy Notice: Mareeba Heritage Centre Inc is collecting your personal information to process this application. The information will be only accessed by authorised employees. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

APPLICANT INFORMATION		
Club / Organisation Name:		
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Family Name:		
Given Names:		
Postal Address:		
Daytime telephone:	Mobile:	Fax:
Email:		
HIRE DETAILS		
Area/Room: Back Deck <input type="checkbox"/> Front Deck <input type="checkbox"/> Jamieson House Deck <input type="checkbox"/> Jamieson House Meeting Room <input type="checkbox"/>		
Hiring date/s from:	Hiring date/s to:	
Hiring time/s from: (Including set up)	Hiring time/s to: (Including pack down)	
Hire overview:		
Type of function: Private <input type="checkbox"/> Commercial <input type="checkbox"/> Community Non-for profit: <input type="checkbox"/>		
If yes to Community Non-for profit, do you receive external, State, Federal funding: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Description of Function:		
Is there a fee for service (cover charge) Yes <input type="checkbox"/> No <input type="checkbox"/>		
Anticipated number of attendees:		
Will you be serving a meal? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, how will it be served? Sit down <input type="checkbox"/> Buffet <input type="checkbox"/>		
Will you require catering? Yes <input type="checkbox"/> No <input type="checkbox"/> We have a list of preferred suppliers which we can send to you on request. Catering does not include staffing or service of catering, set up/set down of dining area. Tableware and decorations are not supplied.		
Will alcohol be consumed? Yes <input type="checkbox"/> No <input type="checkbox"/> For weddings, or if required by the MHC, the hirer is required to use a mobile bar service at their cost. The Bedford Bar http://www.thebedfordbar.com.au/ The Little Vintage Bar and Van https://www.facebook.com/LittleVintageBarandVan		



License provided? **Yes** **No**
The hirer shall produce to MHC Inc prior to the date required any licenses, permits or consents issued by the Liquor Licensing Division or any other Government Agency in respect of the event for the which the event is being hired. Please refer to www.liquor.qld.gov.au for further information.

Will kitchen facilities be used: **Yes** **No**

Is the Certificate of Currency or Casual Hirer form attached? **Yes** **No**

IMPORTANT NOTE:
Set up/set down for the event and returning the venue ready for next day service is the Hirer's responsibility (floor plans are provided). Waste management and clean-up requirements - to be arranged by the Hirer.

DECLARATION

I of
City: State: Post Code: make application for the hire of the premises set out in the Schedule to this application for the day and the times specified in the schedule. I acknowledge having received and read a copy of the Conditions of Venue Hire. I agree to be bound by and comply with these Conditions in every respect. I further agree to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with the Conditions. I have inspected the premises and acknowledge they will be suitable for the intended use.

Contact Signature: _____ **Date:** _____

FEES

Fee for Hiring: _____
Other Fees: _____
Total Fees Payable: _____

SECURITY BOND – REFUNDABLE

Security Bond Amount: \$ _____

RECEIPT DETAILS

Total Amount Received: \$ _____
Receipt Number: _____
Date: _____

SECURITY BOND – REFUNDABLE

SECURITY BONDS CAN BE PAID BY PHONE - Contact Accounts on 4092 2906 and pay by Credit card (Credit cards accepted: VISA and MASTERCARD only)