

1. Applicant Details

Client / Organisation				ABN:	
Contact Person			Email Address		
Phone Number	Business	Mobile			
Postal Address			Suburb	State	Postcode
Hirer Category	☐ Commercial	Provide PLI Certificate of Currency with application			
Public Liability Insurance	☐ Not For Profit	Provide certification of NFP Status & PLI Certificate of Currency with application			
Certificate of Currency for no less than \$20million must be provided by the applicant.	☐ School / Government	Provide PLI Certificate of Currency with application			
	☐ Private Function	Complete and return Acknowledgement and Declaration form with application			

2. Booking Details

Event Title					
Hire Date/s and Times	Day & Date:	Bump In Time:		Event Start:	
		Event Finish:		Bump Out Time:	
Multi Day Events	If you plan to run your event over multiple days, please provide details of the dates and any varying times:				
Attendance	No. of people:	☐ Children	☐ Youth	☐ Adults	☐ Seniors
Space/s Required	Hall 1 – Expos/Workshops ☐	Hall 2 ☐	Hall 3 – Show/Performance/Presentation Stage ☐	Green Room ☐	
	Lakeside Courtyard ☐	Meeting Room 1 ☐	Meeting Room 2 ☐	Lake View Room ☐	Boardroom ☐
Catering	Venue 114 does not permit self-catering. Please complete catering details form to indicate your catering requirements. Non-completion of this form indicates you are not having catering at your event.				

3. Set Up and Pack Up of Room by Venue Staff

Workshop 5x per table ☐ 6x per table ☐		Banquet 8x per table ☐		Banquet 10x per table ☐		Boardroom ☐	
Classroom max 10pax per room 2x per table ☐		U-Shape max 10pax per room 2x per table ☐		Theatre ☐			

☐ White Round Table Cloths (8-seater) \$25.00 each. ☐ Black Round Table Cloths (8-seater) - \$25.00 ☐ White Round Table Cloths (10-seater) \$30.00 each ☐ Black Round Table Cloths (10-seater) \$30.00	quantity quantity quantity quantity	☐ White or Black Trestle Table Cloths (white) \$15.00 each ☐ White or Black Card Table Cloths (white) \$6.00 each	quantity quantity
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4. Equipment *POA – select requirements from list below

Meeting Rooms:	Meeting Rooms have a whiteboard, Wifi access and either Data Projector & Screen or TV screen (via HDMI connection)		
	☐ Meeting Room Lectern (no microphone)	☐ Flip Chart (inc paper)*	
	☐ Laptop*	☐ Clicker	☐ Meeting Owl Pro* - Ideal for Boardroom & Ushape Teams meetings only. Facilitator must self operate
Lake View Room:	☐ Lake View Room AV Pkg – Laptop, Data projector & screen, Lectern with microphone & 1 radio microphone		

	☐ Meeting Owl Pro* – Ideal for Boardroom & Ushape Teams meetings only. Facilitator must self operate
Halls:	☐ Hall 1 Stage Pkg – Apron wash, House Audio Seminar/Presentations, Lectern with microphone, Laptop, Data projector & screen, & 2 radio microphones. Not set for performances
	☐ Hall 3 Stage Pkg – Standard Lighting Rig + static colour wash, House Audio Seminar/Presentations, Lectern with microphone, 2 x Laptop, Data projector & screen, & 4 radio microphones. Show/Performance stage

All Hall events require a minimum of 1 technical operator from bump in to bump out. Any additional equipment, operators or variations to the standard package inclusions, charges will apply. Please liaise directly with your Venue Officer for assistance and pricing.

5. Music Licencing & Copyright Obligations

☐ Please tick this box if you are not having any music playing at your event.	If your event is a concert, performance, cabaret show, festival or other event that involving music and has a ticket price greater than \$40 you may require a licence from OneMusic. Hirer's must apply for their own licence specific for their event. Please discuss the licensing regulations with One Music directly, <u>before</u> applying for this licence. www.onemusic.com.au OneMusic applications must be lodged with the Account Manager <u>at least 4 weeks prior to the event date</u>. Theatrical applications require a minimum of 6-8 weeks processing time. Venue114 must be provided with a copy of OneMusic Licence once approved, <u>no later than 2 weeks prior to the event</u>.
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6. Checklist

Before returning your form, please ensure you complete the following checklist:

- ☐ Read and understood the Terms and Conditions of Hire
- ☐ Completed all sections of the Venue Hire Application form
- ☐ Attached supporting document for proof of Not for Profit status (required before community rate subsidy applies).
- ☐ Attached Public Liability Insurance Certificate of Currency

This Venue Hire Application form is to be completed in full and submitted to the Venue Officer handling your booking prior to any advertising or promotion.

Privacy – Sunshine Coast Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.