



DIVERSE SPACES FOR DIVERSE EVENTS

## 2024/2025 Venue Hire Application

### 1. Applicant Details

Client / Organisation				ABN:	
Contact Person			Email Address		
Phone Number	Business	Mobile			
Postal Address			Suburb	State	Postcode
Hirer Category	<input type="checkbox"/> Commercial	Provide PLI Certificate of Currency with application			
Public Liability Insurance Certificate of Currency for no less than \$20million must be provided by the applicant.	<input type="checkbox"/> Not For Profit	Provide certification of NFP Status & PLI Certificate of Currency with application			
	<input type="checkbox"/> School / Government	Provide PLI Certificate of Currency with application			
	<input type="checkbox"/> 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:	<input type="checkbox"/> Children	<input type="checkbox"/> Youth	<input type="checkbox"/> Adults	<input type="checkbox"/> Seniors
Space/s Required	Hall 1 <input type="checkbox"/>	Hall 2 <input type="checkbox"/>	Hall 3 <input type="checkbox"/>	Green Room <input type="checkbox"/>	
	Lakeside Courtyard <input type="checkbox"/>	Meeting Room 1 <input type="checkbox"/>	Meeting Room 2 <input type="checkbox"/>		
	Meeting Room 5 <input type="checkbox"/>	Meeting Room 6 <input type="checkbox"/>	Meeting Room 7 <input type="checkbox"/>	Lake View Room <input type="checkbox"/>	Boardroom <input type="checkbox"/>
Catering	Venue 114 does <b>not</b> 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 <input type="checkbox"/> 6x per table <input type="checkbox"/>		Banquet 8x per table <input type="checkbox"/>		Banquet 10x per table <input type="checkbox"/>		Boardroom <input type="checkbox"/>	
Classroom 2x per table <input type="checkbox"/>		U-Shape – Max 24pax 2x per table <input type="checkbox"/>		Theatre <input type="checkbox"/>			
<input type="checkbox"/> Round Table Cloths (8-seater) \$12.35 each	quantity	<input type="checkbox"/> Trestle Table Cloths (white) \$12.35 each	quantity	<input type="checkbox"/> Round Table Cloths (10-seater) \$14.00 each	quantity	<input type="checkbox"/> Card Table Cloths (white) \$5.85 each	quantity

### 4. Equipment \*POA – select requirements from list below

Meeting Rooms:	All Meeting Rooms have a whiteboard, Wifi access and either Data Projector & Screen or TV screen (via HDMI connection)		
	<input type="checkbox"/> Meeting Room Lectern (no microphone)	<input type="checkbox"/> Flip Chart (inc paper)*	
	<input type="checkbox"/> Laptop*	<input type="checkbox"/> Clicker	<input type="checkbox"/> Meeting Owl Pro* - <b>Ideal for Boardroom &amp; Ushape Teams meetings only. Facilitator must self operate</b>
Lake View Room:	<input type="checkbox"/> Lake View Room AV Pkg – Laptop, Data projector & screen, Lectern with microphone & 1 radio microphone		
	<input type="checkbox"/> Meeting Owl Pro* – <b>Ideal for Boardroom &amp; Ushape Teams meetings only. Facilitator must self operate</b>		
Halls:	<input type="checkbox"/> Hall 1 Stage Pkg – Standard Lighting Rig, House Audio Seminar/Presentations, Lectern with microphone, Laptop, Data projector & screen, & 2 radio microphones		
	<input type="checkbox"/> Hall 3 Stage Pkg – Standard Lighting Rig, House Audio Seminar/Presentations, Lectern with microphone, Laptop, Data projector & screen, & 2 radio microphones		

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.



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### 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, before applying for this licence. [www.onemusic.com.au](http://www.onemusic.com.au)  
OneMusic applications must be lodged with the Account Manager at least 4 weeks prior to the event date. Theatrical applications require a minimum of 6-8 weeks processing time. Venue114 must be provided with a copy of OneMusic Licence once approved, no later than 2 weeks prior to the event.

### 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.