

2024/2025 Venue Hire Application

Oliant / Onnaniantia	S													
Client / Organisation	n	ABN:												
Contact Person					Email Address									
Phone Number	Ви	Business Mobile												
Postal Address				Suburb					State		Postcode			
Hirer Category	Commercial		Provide PLI Certificate of Currency with application											
Public Liability Insurance		Not For Profit	Pr	Provide certification of NFP Status & PLI Certificate of Currency with application										
Certificate of Currency for less than \$20million must	t be	☐ School / Government			Provide PLI Certificate of Currency with application									
provided by the applicar	nt.	☐ Private Function			Complete and return Acknowledgement and Declaration form with application									
2. Booking Details														
Event Title														
Hire Date/s	Date/s Day & Date:				Bump	In Time:			Ev	ent Star	t:			
and Times					Event Finish:				ump Out Time:					
Multi Day Events	If you pla	ou plan to run your event over multiple days, please provide details of the dates and any varying times:												
Attendance	No. of	people:			☐ Ch	ildren		Youth		Adults		Seniors		
0	Hall 1 [2 🔲			Hall 3 🗌		Green		Room 🗌		
Space/s	Lakesid	keside Courtyard Me			eting Room 1			Meeting Ro						
Required	Meeting	eeting Room 5												
		nue 114 does <u>not</u> permit self-catering. Please complete catering details form to indicate your catering requirements. n-completion of this form indicates you are not having catering at your event.												
3. Set Up and Pack	CUp of	Room by Ven	ue Staff											
	_													
Workshop		Banquet		(Banquet		S	E E	Boardroo	om 🗌	400		
Workshop 5x per table		Banquet 8x per table		() ()		Banquet	able	e	E	Boardroo	om 🗌			
·		<u>, </u>				•	able	e	E	Boardroo	om 🗌			
5x per table		<u>, </u>	e 🗆		Max 24p	10x per ta	able		5					
5x per table		<u>, </u>	e □ U-Shap	pe – N	Max 24p	10x per ta	able		Fheatre					
5x per table	ns (8-sa)	8x per table	U-Shap	pe – N		10x per ta			Theatre		000			
5x per table	•	8x per table 8x per table ater) \$12.35 each	U-Shap	pe – Matable		10x per ta	e Ta	able Cloths (Theatre white) \$1	12.35 eac	000	quantity		
5x per table 6x per table Classroom 2x per table Round Table Clote	ns (10-se	8x per table 8x per table ater) \$12.35 each eater) \$14.00 each	U-Shap 2x per t qua ch qua	pe – Matable antity antity		10x per ta	e Ta		Theatre white) \$1	12.35 eac	000			
5x per table	ns (10-se	8x per table 8x per table ater) \$12.35 each eater) \$14.00 each ect requirement	U-Shap 2x per t qua ch qua	be - Ntable antity list I	below	ax C C Trestle	e Ta	able Cloths (will	Theatre white) \$1.8	12.35 each	000 000 ch	quantity quantity		
5x per table 6x per table Classroom 2x per table Round Table Clote	A – sele	8x per table ater) \$12.35 each eater) \$14.00 each ect requirement	U-Shap 2x per t qua ch qua nts from	De - Natable antity list I	below Wifi acces	ax C C Trestle	e Ta	able Cloths (will be cloths (will be cloths)	Theatre white) \$1 hite) \$5.8	12.35 each	000 000 ch	quantity		
5x per table 6x per table Classroom 2x per table Round Table Clote	A – sele	8x per table 8x per table ater) \$12.35 each eater) \$14.00 each ect requirement	U-Shap 2x per t qua ch qua nts from	De - Natable antity list I	below Wifi acces	ax C C Trestle	e Ta	able Cloths (what a Projector Flip Ch.	Theatre (white) \$1 hite) \$5.8 & Screen art (inc p	12.35 each a or TV so	OOO OOO ch	quantity quantity a HDMI connection)		
5x per table	A – sele	8x per table ater) \$12.35 each eater) \$14.00 each ect requirement	U-Shap 2x per t qua ch qua nts from	De - Natable antity list I	below Wifi acces	ax C C Trestle	e Ta Γabl	able Cloths (what a Projector Flip Ch. Meeting	Theatre (white) \$1 hite) \$5.8 & Screen art (inc p	12.35 each a or TV so aper)* p* - Ideal	ch via	quantity quantity		
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5x per table	A - sele All Mee	8x per table ater) \$12.35 each eater) \$14.00 each ect requirement eting Rooms have eeting Room Lect ptop*	U-Shap 2x per t n qua ch qua nts from a whitebo	De - Natable antity Itst to	below Wifi acces bhone) Clicker p, Data p	ax Trestle Card T ss and either	e Ta Γabl	able Cloths (where the cloths is at a Projector in the cloths in the cloths in the cloth in the	Theatre white) \$1 hite) \$5.8 & Screen art (inc p g Owl Pro etings or with mic	I2.35 each a or TV so aper)* b* - Ideal nly. Facil	ch Creen (via	quantity quantity a HDMI connection) ardroom & Ushape nust self operate io microphone		
5x per table	All Mee All Mee La La Heat	8x per table ater) \$12.35 each eater) \$14.00 each eting Rooms have eting Room Lect ptop* ke View Room A eeting Owl Pro* –	U-Shap 2x per t n qua ch qua a whitebo tern (no n V Pkg – L - Ideal for	De - Natable antity Ist I Dard, V microp Laptop r Boa	below Wifi acces bhone) Clicker p, Data p	ax Trestle Card T ss and either rojector & s Ushape	e Ta Γabl	able Cloths (where the cloths will be cloths (where the cloths for the cloths will be clothed by the clothed by	Theatre (white) \$1 hite) \$5.8 & Screen art (inc p g Owl Pro etings or with mic gs only.	12.35 each 13.35 each 15 or TV so 16 aper)* 16 or TV so 17 aper)* 18 or Ideal 19 aper 10 aper	ch Creen (via	quantity quantity a HDMI connection) ardroom & Ushape nust self operate io microphone		
5x per table	A - sele All Mee La La Hal	8x per table ater) \$12.35 each eater) \$14.00 each eting Rooms have eting Room Lect ptop* ke View Room A eting Owl Pro* – 11 Stage Pkg – 3 a projector & scr	U-Shap 2x per t n qua ch qua nts from a whitebo tern (no n V Pkg – L - Ideal for Standard reen, & 2	De - Natable antity Ist I Dard, V microp Laptop r Boa Lighti radio	below Wifi acces phone) Clicker p, Data p rdroom ing Rig, H micropho	ax Trestle Card T ss and either rojector & s Ushape House Audiones House Audiones	E Table Table Transfer Dascree	able Cloths (where the cloths is at a Projector in the cloths is at a Projector in the cloth in the cloth is at a Projector in the cloth in the cloth in the cloth is at a Projector in the cloth	Theatre (white) \$1 hite) \$5.8 & Screen art (inc p g Owl Pro etings or with mic gs only. sentations	12.35 each 15 each 16 or TV so 16 aper)* 17 or - Ideal 18 rophone 18 rophone 19 rophone 19 rophone 19 rophone 19 rophone 10 rophone 10 rophone 11 rophone 12 rophone 13 rophone 15 rophone 16 rophone 17 rophone 18 rophone	och I for Boalitator m & 1 radi	quantity quantity a HDMI connection) ardroom & Ushape nust self operate io microphone t self operate		



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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, <u>before</u> applying for this licence. <u>www.onemusic.com.au</u> 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> .						
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							

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.