

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	Commercial				Provide PLI Certificate of C			Currency with application					
Public Liability Insura	☐ Not For Profit				Provide certification of NFP Status & PLI Certificate of Currency with application								
Certificate of Currency for		School / Government				Provide PLI Certificate of Currency with application							
no less than \$20million must be provided by the													
applicant.		☐ Private Function				Complete and return Acknowledgement and Declaration form with application							
2. Booking Details													
Event Title													
Hire Date/s	Day	Day & Date:				Bump In Time:			Event Start:				
and Times						Event Finish:			Bump Out		Time:		
Multi Day Events	If yo	f you plan to run your event over multiple days, please provide details of the dates and any varying times:											
Attendance	No.	of poor	 people:			☐ Chi	ldren		Youth	Adults		Seniors	
Attendance				ne 🗆	Hall		idieii		Hall 3 – Show/Pe	_	Green		
Space/s	1 – Expos/Workshops Hall			lian	-			Stage	riormance	Green	Noom 🗀		
Required	Lake	Lakeside Courtyard Me				eeting Room 1 🗌			Meeting Room 2				
	Mee								Room 7 L	ake View Ro	om 🔲	Boardroom	
Catering											our cate	ering requirements.	
			letion of this f	orm ind	dicates	s you are n	ot having o	cate	ering at your event	t.			
3. Set Up and Pack L	In of								<i>y</i>				
)p oi	Room	by Venue St	aff								-	
Workshop	S S	Room	by Venue St	aff			Banquet		6573	Boardroon	n 🗌		
	2	Room					Banquet 10x per ta		6573	Boardroon	n 🗌		
Workshop			Banquet 8x per table						6573	Boardroon			
Workshop 5x per table	2		Banquet		pe – N	Max 24pax	10x per ta	ble	6573		m 🗆		
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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.

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 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.							