



Bellingen Shire
COUNCIL

Insert hall logo

USER AGREEMENT AND CONDITIONS OF HIRE FOR _____ HALL

Please provide the following information and complete and sign the Conditions of Hire for the _____ Hall.

Please return this form to _____ at least ? weeks prior to your booking.

Yours faithfully,
_____ Management Committee

Name of Group _____

Contact Name _____

Address _____

City/town _____ Post Code _____

Contact number _____ E-mail _____

Date/s of Hire _____

Is this booking (please tick) A one off A regular booking

If a regular booking, please provide details _____

Insurance

A minimum of \$10,000,000 Public Liability insurance is required by regular users, sporting bodies, clubs, and association. Casual users, those groups using the hall less than 12 times a year are covered by Councils insurance

Do you have insurance? (Please tick) Yes No

If yes, please attach a copy of the Certificate of Currency to this User agreement.

Are you eligible to be covered by Councils Insurance for your event/activity? Yes No

Signed _____

Date _____

Print Name. _____

Please deposit your non-refundable booking fee of ? to (bank details)