

# BOOKING APPLICATION FORM

FOR COMMUNITY GROUPS OR BUSINESSES SEEKING REGULAR BOOKINGS IN 2023-24

*For groups wanting to make regular bookings for the period  
1 January 2023 to 31 December 2024*

## FACILITY

Name of Facility you wish to hire

Name of your Organisation, Group or Business

## APPLICANT DETAILS

First name

Last name

Street number

Street name

Suburb

Postcode

Phone number

Email address

## ORGANISATION/GROUP/BUSINESS DETAILS

Organisation name

Organisation website

Contact name

Contact position

Postal address

Street number

Street name

Suburb

Postcode

Contact phone number

Email address

Do you give permission for Council to supply your  
phone/email to the public when enquiries are made?

Yes

No

## ALTERNATIVE CONTACT PERSON

First name

Last name

Phone number

Email address

.....  
**Note:** You cannot apply for hire of this facility or sign this application if you are under the age of 21 years.

## INFORMATION

1. I have read the **Terms and Conditions of Hire** Yes
2. I am 21 years of age or older Yes
3. I am making this application on behalf of:
  - Business (eg: company, partnership, sole trader)
  - Not for Profit Community Organisation/Group (eg: incorporated, unincorporated or registered charity)
  - Council
  - Other
4. Are you registered for GST? Yes No
5. Do you have an ABN (Australian Business Number)? Yes No  
If yes, please supply
6. Most of the people attending your activity will be from: *(Please tick one)*
  - Local neighbourhood
  - Penrith LGA
  - Other areas
7. How many people will be attending your activity?
8. The main target/client group is: *(Please tick one)*
  - Children
  - Young people
  - Women
  - Older people
  - People with a disability
  - Aboriginal or Torres Strait Islander
  - People of Culturally And Linguistically Diverse backgrounds (CALD)
  - Other
9. The type of activities to be undertaken will include: *(Please detail below)*
10. The activity will be promoted by:
  - Media
  - Word of mouth
  - Flyer/Newsletter
  - Email
  - Company website
  - Other
11. Participants are required to pay a fee to attend the activity:
  - Yes, A fee is charged on a cost recovery basis only (eg: contribution to room hire, coffee, tea, snacks etc)
  - Yes, A fee is charged for the service (eg: consultant, teacher, instructor)
  - Yes, A fee is charged for membership
  - No, Participants are not required to pay a fee
  - Other

### Booking Requests

(Please detail your requests in the table below. If this table does not allow you to include all your requirements for room hire please feel free to attach any additional information).  
\*Please note that the times you indicate below must include set up and clean up time.

| DAYS REQUIRED    | START TIME | FINISH TIME | HOW OFTEN DO YOU WANT TO HIRE? | MAIN HALL | MEETING ROOM | OTHER SPACE |
|------------------|------------|-------------|--------------------------------|-----------|--------------|-------------|
| <b>Monday</b>    |            |             |                                |           |              |             |
| <b>Tuesday</b>   |            |             |                                |           |              |             |
| <b>Wednesday</b> |            |             |                                |           |              |             |
| <b>Thursday</b>  |            |             |                                |           |              |             |
| <b>Friday</b>    |            |             |                                |           |              |             |
| <b>Saturday</b>  |            |             |                                |           |              |             |
| <b>Sunday</b>    |            |             |                                |           |              |             |

Will your group be requesting to meet on Public Holidays? Yes No

Will your group be requesting to meet in School Holidays? Yes No

Please provide more information if necessary

Please indicate below the first intended date of hire  
(if you do not indicate dates below it will be assumed your activities will correspond with the NSW school holiday timetable).

First date of hire in 2023?

Last date of hire in 2023?

First date of hire in 2024?

Last date of hire in 2024?

### PUBLIC LIABILITY INSURANCE

Do you have a current Public Liability Insurance policy for your activity? Yes No

### DECLARATION

I, the undersigned, referred to as the hirer of the facility have read and agree to comply with and be bound by the Terms and Conditions of Hire on behalf of the organisation or group. I acknowledge that Council reserves the right to update or change the Terms and Conditions of Hire as deemed necessary and that I will be advised accordingly of any changes. I declare that the information supplied in this application is true and correct.

I acknowledge that completion of this application does not guarantee a booking in the facility nor will it guarantee a booking beyond 31 December 2024.

Signature

Date

Print name

Organisation (if applicable)

.....  
If Yes, a current Certificate of Currency must be supplied with this application. If No, please refer to Clause E1 and Clause E2 of the Terms and Conditions of Hire.

## PRIVACY

Any personal information submitted to Penrith City Council will be dealt with according to the Privacy & Personal Information Protection Act (1998), Government Information Public Access Act (2009) and the Local Government Act (1993).

If unable to email please mail this form to:

**Penrith City Council**

Community Facilities and Recreation

PO BOX 60

PENRITH NSW 2751

## CONTACT US

Penrith City Council  
601 High Street  
PENRITH NSW 2750

PO Box 60  
PENRITH NSW 2751

**PHONE:** (02) 4732 8021

**FAX:** (02) 4732 7958

**EMAIL:** [facilities@penrith.city](mailto:facilities@penrith.city)

**WEB:** [www.penrithcity.nsw.gov.au](http://www.penrithcity.nsw.gov.au)