



## APPLICATION – BOOKING FORM

### Renmark Institute

#### APPLICATION

**ENQUIRIES AND APPLICATION FORMS TO:**  
**Renmark Paringa Visitor Information Centre -**  
 84 Murray Avenue, Renmark SA 5341  
 Phone: 08 8580 3060  
 Fax: 08 8586 5444  
 Email: [tourist@renmarkparinga.sa.gov.au](mailto:tourist@renmarkparinga.sa.gov.au)

#### PROCEDURE:

This Booking Form needs to be completed for all Renmark Institute booking requests. In addition, a completed 'Small and Large Event Application Form' will be required if you are planning on holding an event in the Renmark Institute that includes any of the following:

- Sale or consumption of food, drink or alcohol
- Amplified sound or images
- Facilities or equipment out side of the institute boundary
- Any other activity as deemed necessary by Renmark Paringa Council

Institute Booking Forms and additional Event Application Forms (if required) must be submitted at least six weeks prior to the event.

#### VENUE CAPACITY:

The venue will hold 250 people. There are 80 chairs available for use and mats to seat 50 children.

#### SECTION 1: BOOKING DETAILS

|                 |  |
|-----------------|--|
| Date/s required |  |
| Time/s required |  |
| Reason for use  |  |

#### SECTION 2: CONTACT DETAILS

|                                 |       |       |         |
|---------------------------------|-------|-------|---------|
| Company Name<br>(if applicable) |       |       |         |
| Contact Person                  |       |       |         |
| Postal Address                  |       |       |         |
| Contact Phone                   | Home: | Work: | Mobile: |
| Email Address                   |       |       |         |



## SECTION 3: AGREEMENT OF TERMS AND CONDITIONS

**Please read and retain a copy of the 'Conditions' of this application as it is important that you understand the requirements outlined by the Renmark Paringa Council.**

I/we hereby agree to the Terms and Conditions of hire of the Renmark Institute as outlined in **Section 5.**

Print your full name/s

Company/Business Name

Signature/s

Date

**Note:** Renmark Paringa Council reserves the right to revoke a booking where the applicant/s fails to comply with a condition of the booking or may be revoked in any other justifiable circumstance.

## SECTION 4: TERMS & CONDITIONS OF HIRE

1. The prescribed Hire Fees, Refundable Deposit and Cleaning Fees (refer to current fees and charges schedule) must be received by Renmark Paringa Visitor Information Centre at least 14 days prior to the hire of the Institute.
2. Keys can be collected from the Renmark Paringa Visitor Information Centre during office hours of the business day prior to the hire of the Institute. A refundable key deposit of \$20 may apply.
3. No adhesive tape, blue tack or drawing pins shall be used on walls or ceilings. If suitable display mechanisms are provided, decorations may be hung from them with prior approval. No polish, floor speed or other material is to be used on the floor.
4. At the completion of the function, all floors must be swept; tables, chairs and other furniture placed in their original positions. A sack truck is provided for moving and packing away chairs. Chairs must not be dragged along the wooden floors. Any breakages or faults must be reported to the Authority.
5. Food and drinks are not permitted to be consumed in the Institute unless prior permission is granted. In the event that this occurs any mess or spillages that may occur.
6. Small events such as workshops will require the hall to be cleaned to the satisfaction of the Authority. The Renmark Institute floor must only be cleaned using methylated spirits and water, please clarify with staff prior to use. Failure to do so may result in cleaning fees being charged.
7. All litter resulting from any activity must be removed from the facility and adjoining Hall property before 12:00 noon the following day (or the agreed time). The permit holder shall ensure that all doors and windows are securely fastened and lights and air conditioning turned off when leaving the facility



## SECTION 4: TERMS & CONDITIONS OF HIRE – CONTINUED

8. The use of the facility may be granted up to 24 hours prior (dependent on availability) to the time of hire for setting-up purposes subject to other bookings during that period.
9. Repairing and/or replacing any damaged furniture, fixtures or fittings will be the responsibility of the permit holder. If any necessary repair or replacement is not undertaken within a reasonable time, the Authority may organise repair and/or replace and recover the costs from the permit holder.
10. Normal hire charges may apply if a cancellation is not received at least five days prior to the reserved date. This permit may be revoked by the Authority if the permit holder fails to comply with a condition of the permit and may be revoked in any other justifiable circumstance.

If, during the course of the hire an emergency arises, please contact the Council on 8580 3000 whereby a recorded message will advise you of the relevant Officers to contact.

## SECTION 5: BOOKING CONFIRMATION

### OFFICE USE ONLY

|                      |                              |                             |
|----------------------|------------------------------|-----------------------------|
| Booking Name         |                              |                             |
| Company name         |                              |                             |
| Date/s of Booking    |                              |                             |
| Time/s of Booking    |                              |                             |
| Booking Approved     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Fee/s Payable        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Booking Fee \$       | Refundable Bond \$           | Cleaning Fee \$             |
| <b>TOTAL PAYABLE</b> | <b>\$</b>                    |                             |

### SIGNED OF BEHALF OF RENMARK PARINGA COUNCIL

|           |  |
|-----------|--|
| Name      |  |
| Position  | <b>Event Management Team</b><br>Renmark Paringa Visitor Information Centre |
| Address   | 84 Murray Avenue<br>RENMARK SA 5341  |
| Phone     | 08 8580 3060   |
| Email     | tourist@renmarkparinga.sa.gov.au   |
| Signature |  |

|       |  |
|-------|--|
| Notes |  |
|-------|--|