

# Venue Hire Form - User Groups



To request booking The MAC space, please complete this form and email it to [surfcoastmac@gmail.com](mailto:surfcoastmac@gmail.com)

Hirer Details			
Contact Name			
Organisation			
ABN			
Address			
	State		Postcode
Mobile			
Email			
Website			
Social media			
Function Details			
Event name			
Event type			
Brief overview of event			

Single Booking			
Date	Set up Time	Event Start	Vacate Time
No. of attendees			

Recurring Bookings				
Recurring bookings	Daily	Weekly	Fortnightly	Monthly
Day of week				
For the period				
No of attendees	Set up Time	Event Start	Vacate Time	

Insurance (Note: public liability insurance must be to the value of at least \$20 million)	
Do you have Public Liability Insurance	Expiry Date:
Name of insurer:	

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## **Y/N PRE EVENT CHECKLIST**

Have you read the Conditions of Hire?

Have you read The MAC Emergency Management Plan ?

Have you provided an Insurance Certificate of currency?

Have you provided a copy of your Liquor licence? (if selling alcohol)

Do you require use of the picture hanging system in the room?

If bringing electrical equipment, does it have a current test and tag verification attached to it?

If using a cater, have you advised the arrival time of the catering?

## **Y/N POST EVENT CHECKLIST**

All room(s) included in the hire are left in a reasonable and clean condition as they were found

All tabletops, benches and like surfaces used are wiped down and cleaned

All personal property including decorations are removed from the building

All excess rubbish and waste are removed from the facility

Any shared equipment that has been handled is wiped down and left cleaned and sanitised

The commercial dishwasher (if used) has been emptied and left clean and switched off

The Hirer has sanitised to prevailing health regulations

Lights, Heaters/Air conditioners and electric equipment are switched off

Equipment and furniture are returned to the original location within the time of the booking.

All equipment and furniture must be moved safely, and chairs and tables not dragged across the floor, always lift furniture or use the chair trolleys provided