

Town Hall - Facilities Quote 2026/2027

Name of Applicant: _____

Name of Organisation: _____

Name Insurance Held In: _____

Company Insurance Held With: _____

** Insurance details must be supplied with final payment or booking will not be finalised.*

Address of Applicant: _____

Contact Phone No: _____ Mobile: _____

Date of Function: _____ Type of Function: _____

Dates and Times for:

- Set Up: _____

- Rehearsals: _____

Approximate Number of Guests: _____

**Please note that if the bar area is hired, a liquor licence may be required.*

Hire Categories - no set up or pack up required by Council staff.

Venue	Cost Per Day	Part Day	Quantity	Total
Civic Hall	\$184.00	\$110.00		
Civic Hall and Kitchen	\$235.00	\$140.00		
Council Office Car Park Part Closure	\$79.00	\$48.00		
Town Hall (includes stage area)	\$263.00	\$158.00		
Town Hall and Bar	\$315.00	\$189.00		
Town Hall and Civic Hall	\$342.00	\$205.00		
Town Hall, Civic Hall and Bar	\$368.00	\$220.00		
Town Hall, Civic Hall, Bar and Kitchen	\$420.00	\$250.00		
Town Hall, Civic Hall and Kitchen	\$393.00	\$235.00		
			Sub Total	\$

Privacy Statement

The information and personal details provided by you on this Form are managed in accordance with the *Privacy and Personal Information Protection Act 1998* and Cootamundra-Gundagai Regional Council's policies and procedures as outlined in Councils *Privacy Management Plan*. Should you choose not to provide this information (wholly or in part) this may impact upon consideration of the matter by Council. The information will ultimately be stored in Council's records system.

Hire Categories - set up or pack up to be carried out by Council staff.

Venue	Cost Per Day	Part Day	Quantity	Total
Civic Hall	\$282.00	\$209.00		
Civic Hall and Kitchen	\$385.00	\$235.00		
Council Office Car Park Part Closure	\$110.00	\$69.00		
Town Hall (includes stage area)	\$385.00	\$235.00		
Town Hall and Bar	\$496.00	\$300.00		
Town Hall and Civic Hall	\$541.00	\$325.00		
Town Hall, Civic Hall and Bar	\$630.00	\$378.00		
Town Hall, Civic Hall, Bar and Kitchen	\$790.00	\$475.00		
Town Hall, Civic Hall and Kitchen	\$630.00	\$378.00		
			Sub Total	\$

Fee Summary

Total Booking Fees	\$
Bond (fully refundable upon condition assessment of premises post hire period)	\$660.00
Sub Total	\$
Less Adjustments (e.g. Community discount. Letter of pre-approval to be provided)	-\$
TOTAL FEES OWING	\$
Less Deposit – 50% to be paid at time of booking. <i>Bookings will be held for 4 weeks as “Tentative”. Will be cancelled if deposit is not received.</i>	\$
Balance Owing: Must be paid in full 6 weeks prior to event. If booking is made within 6 weeks, full payment must be made at time of booking.	\$

Additional Services	Cost / Hr	Total Hours	Total
Cleaning fee (if left in unacceptable state) Min. 1 hour	\$116.00		
Additional Service Fee	Private Work Rates		
Piano (per day on which there is a performance)	\$122.00		
Call Out Fee for Caretaker – after hours	Private Work Rates		

Please indicate if you require any of the following:-

Change Rooms	Yes	No
Lighting System	Yes	No
PA System	Yes	No
Stage Area	Yes	No
Table & Chair Set Up	Yes	No
Theatre Seating Set Up	Yes	No
Additional Requirements (Fees may apply):-		

Office use only

Entered in Calendar on:/...../..... Initials.....

Customer Advised of all Conditions.....

Deposit: \$..... Receipt No: Date:

Total Amount Owing \$.....

Balance Owing Diarised For Follow Up on:/...../..... Initials

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Balance Received: \$..... Receipt No: Date:

Written Request received regarding Community Discount.....

Insurance - Certificate of Currency received.....

Confirmation Letter sent.

Copy given to Town Hall Caretaker.....