|  |  |
| --- | --- |
| DEBTOR ID |  |

Greater Shepparton Business Centre Room Booking Form

|  |  |
| --- | --- |
| Name of organisation: | Click here to enter text. |
| Person making booking: | Name. |
| Phone: | Click here to enter text. |
| Email: | Click here to enter text. |
| Business address (not PO Box): | Click here to enter text. |
| Email address for invoicing: | Click here to enter text. |
| Does your organisation or group have Public Liability Insurance of $20 Million or more? | Choose an item. |
| \*Please attach a copy of your Certificate of Currency to this booking form. We have insurance available for $14.30 if needed. Government Departments are exempt from this requirement |
| Purpose of booking: | Click here to enter text. |
| Do you require equipment?(Not all the following is available to all rooms) | Choose an item. |
| Whiteboard (no charge) | Choose an item. | Smart TV (no charge) | Choose an item. |
| Flip chart (no charge) | Choose an item. | Wi-Fi (no charge) | Choose an item. |
| Do you require tea/coffee (see charge below)? | Choose an item. |
| Cost is $4.00 per person per day |
| Number of participants: | Choose an item. |
| Date of booking:Arrival and departure times:  | Click here to enter text. |
| Please note: Our opening hours are 8.15am - 5pm, Monday to Friday. If you require a booking outside these hours please discuss with reception at time of booking. |

*I, ..................................................................., am authorised on behalf of …………………………………………………………………………. to ensure that all individuals, members and groups using the facility as part of this booking request, will comply with all conditions of use and instructions of the Council.*

*Signed: …………………………………………………………………………………….......... Date: ........./.........../...........*\*\* *Email confirmation of details will be provided that will include date, times and room allocation*

##### Privacy Statement

Greater Shepparton City Council manages your personal information in accordance with its Privacy Policy and the Privacy and Data Protection Act 2014 (Vic). Your personal information is collected to enable us to process your booking request and communicate with you. It is disclosed to other areas of Council to enable invoice preparation. If it is not provided we may be unable to process your booking. To gain access to your personal information please contact the Greater Shepparton Business Centre on (03) 5832 1100.

**Costing**

Any quoted pricing is current for 2025/26 financial year.

**Cancellation Policy**

48 hours’ notice is required for all cancellations to avoid full fees being invoiced.

**Public Liability Requirements**

The Hirer shall at all times during the period of hire, be the holder of a current Public Liability Policy of insurance in the name of the Hirer providing coverage for an amount **no less than $20 million** concerning one single event.

The Public Liability policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Greater Shepparton City Council. The cover shall extend to Greater Shepparton City Council in respect to claims for personal injury or property damage arising out of the negligence of the Hirer.

A Certificate of Currency is to be provided to Greater Shepparton City Council prior to the commencement of the hire.

**Council’s Casual Hirers Public Liability Insurance conditions:**

The hirer in making application for inclusion under Council’s insurance offering, agrees to be bound by the following conditions and agree to any additional conditions imposed by Greater Shepparton City Council:

* This cover is for individuals or groups, for non-profit making activities, that do not have existing public liability insurance.
* Indemnity is only provided to the hirer of the facility. Indemnity is not provided to any other participants/ performers/contractors that may be involved in the hire activity. Hirers should ensure these parties have in place their own Public Liability insurance.
* Coverage is offered to hirers only where a hiring agreement is in place. It should be clear from the hiring agreement or Council documentation that the hirer has no other insurance in place and cover is required under the hirer’s policy.
* There is no coverage available to commercial entities that hire the facility and charge admission or derive monetary gain from the actual hire activity. There is no problem in covering commercial entities for hire activities where there is no monetary gain derived from the actual hire activity. There is also no problem in covering Not For Profit (NFP) entities who may charge for fund raising purposes.
* Hirers should be made aware of the policy exclusions as stated in this summary and the actual policy document, available from the Greater Shepparton City Council Risk Department.

**Indemnity**

The Hirer agrees to indemnify and to keep indemnified, and to hold harmless the Greater Shepparton City Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Hirer’s performance or purported performance of its obligations under this hiring agreement and be directly related to the negligent acts, errors or omissions of the Hirer. The Hirer's liability to indemnify the Greater Shepparton City Council shall be reduced proportionally to the extent that any act or omission of the Greater Shepparton City Council, its servants or agents, contributed to the loss or liability.

**Deductibles (excl. GST)**

$500 for each and every claim or series of claims arising out of any one occurrence during any one period of insurance.



Room Booking Form

*This is a Council declared NO SMOKING property & venue*