

Initial booking request form

For venue bookings please complete the form below and submit the form to council@wentworth.nsw.gov.au and a Customer Service Officer will contact you within **three working days** to progress your request.

Section 1 – Contact details / Organisation / Applicant details

Organisation / Applicant name:

(as you would like it to appear on your tax invoice)

Business Partner: *(if applicable)*

Primary contact name:

Email:

Postal Address:

Telephone number:

Mobile number:

Type of organisation *(Select one option only):*

- | | |
|---|--|
| <input type="checkbox"/> Commercial Hire
ABN / ACN #: <input type="text"/> | <input type="checkbox"/> Not for Profit Organisation
Incorporated / Unincorporated / Interest Group |
| <input type="checkbox"/> Commercial with community benefit | <input type="checkbox"/> Government and Private school / university |
| <input type="checkbox"/> State or Federal Government | <input type="checkbox"/> Religious services |
| <input type="checkbox"/> Private Hire | <input type="checkbox"/> Other |

Section 2 – Venue details

MEETING ROOMS

- Community Meeting Room, Short Street, Wentworth
- Midway Centre Meeting Room 1, Buronga
- Midway Centre Meeting Room 2, Buronga
- Midway Service Centre Craft Room, Buronga
- Visitor Information Centre Memorial Room, Wentworth
- Visitor Information Centre Great Hall, Wentworth
- Wentworth Town Hall Supper Room, Adelaide Street, Wentworth

CENTRES

- Anabranch Hall
- Carramar Drive Sporting Complex Pavilion
- Midway Function Room, Buronga
- Midway Stadium / Plenary Room, Buronga
- Pomona Hall
- Pooncarie Hall
- Wentworth Town Hall
- Curlwaa Hall

Section 2 – Venue details *continued*

OVALS

- Carramar Drive (Alcheringa), Gol Gol
- Curlwaa
- George Gordon Oval, Dareton
- McLeod Oval, Wentworth

SHOWGROUNDS

- Wentworth Showgrounds
- Dog Show Arena

PARKS & RESERVES

- Buronga Wetlands
- Ellerslie Recreation Park
- Fotherby Park, Wentworth
- James King Park, Gol Gol
- Junction Park, Wentworth
- Perry Sandhills
- Pooncarie Multi-purpose Reserve
- Pooncarie Racecourse
- Sturt Park, Dareton
- Tapio Park, Dareton

- Dareton Town Square
- Wentworth Rowing Club Area
- Wentworth Wharf

VESSELS

- PS Ruby Paddle Boat

Section 3 – Booking Details

Number of attendees (estimate per age group):

Adults (26-59 yrs) Seniors (60+yrs) Youth (12-25yrs) Children (0-11yrs)

Event description (please describe proposed use):

Section 4 – Single booking enquiries

Single booking enquires (Please include sufficient time in your booking enquiry for set up and pack down).

Single Hire (day and date of booking)

Arrival time (including time to set up)

Departure time (including time to packdown)

Section 5 – Regular and /or multiple booking information for current calendar year

Regular hirers must obtain a sundry debtor account. Nominated booking times specified must be adhered to. A new form is to be submitted each new calendar year. Hirers must retain a copy of this completed form. Any changes must be advised in writing. Cancellation policy as per 'Conditions of Hire'.

First booking date:

Day of week / month:

Last booking date:

Day of week / month:

Signature of applicant

I confirm that the above details are correct and understand that a Customer Service Officer will be in contact to confirm the booking.

Name: _____ Position: _____

Signature: _____ Date: _____