

## Initial booking request form

For venue bookings please complete the form below and submit the form to [council@wentworth.nsw.gov.au](mailto: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<br>ABN / ACN #: <input type="text"/> | <input type="checkbox"/> Not for Profit Organisation<br>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

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

#### Privacy and Personal Information Protection Notice

We are collecting this information to process your request. We may not be able to do so without it. Supplying this information is voluntary and it will not be used for any other purpose without seeking your consent. We will store your personal information on our systems or in our offices, where it will be used by our staff and contractors. Other people can request access to it under the *Government Information (Public Access) Act 2009*. You can ask us to suppress your personal information from a public register and we will consider your request in line with the *Privacy and Personal Information Protection Act 1998*. Our Privacy Management Plan sets out how you can access or correct your personal information. Please visit [www.wentworth.nsw.gov.au](http://www.wentworth.nsw.gov.au) for a copy of the plan.

## Section 2 – Venue details *continued*

### OVALS

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

### SHOWGROUNDS

- ☐ Wentworth Showgrounds
- ☐ Dog Show Arena

### PARKS & RESERVES

- ☐ Buronga Riverfront
- ☐ Buronga Wetlands
- ☐ Dareton Boat Ramp Area
- ☐ Ellerslie Recreation Park
- ☐ Fotherby Park, Wentworth
- ☐ James King Park, Gol Gol
- ☐ Junction Park, Wentworth
- ☐ Midway Centre Carpark
- ☐ Perry Sandhills
- ☐ Pooncarie Multi-purpose Reserve

- ☐ Pooncarie Pioneers Memorial Park
- ☐ Pooncarie Racecourse
- ☐ Sturt Park, Dareton
- ☐ Tapio Park Dareton
- ☐ Wentworth Rowing Club Area
- ☐ Wentworth Wharf
- ☐ Wentworth Ski Reserve

## 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: \_\_\_\_\_