

Barkly Square Booking Application Form

Thank you for your interest in using our facilities at *Barkly Square*. Please complete this Booking Application Form and email to bookings@barklysquare.org.au. This must be received well in advance of your requested booking date. Please read the *Barkly Square* Terms & Conditions of Hire before completing this application.

APPLICANT DETAILS				
Individual, group or organisation name				
Address				
ABN (if applicable)				
Primary Booking Contact		Name:		
		Email:		
		Tel:		
Contact for invoicing		Name:		
		Email:		
		Tel:		
Individual, group or organisation status		<input type="checkbox"/> Not-for-profit or a registered charity (ACNC Registered) <input type="checkbox"/> Private or commercial organisation, or sole trader		
SUPPORTING DOCUMENTATION				
I have Public Liability Insurance (to value of \$20 million)		<input type="checkbox"/> Yes <input type="checkbox"/> No		
BOOKING DETAILS				
Date & Time (Select the date from the drop down calendar)	Access to building (hh: mm am/pm)	Event Start Time (hh: mm am/pm)	Event End Time (hh: mm am/pm)	Building Exit Time (hh: mm am/pm)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Notes: For additional dates and multiple venue bookings specify here as which venue is booked for which date		<input type="text"/>		
Expected Attendees (approx)	Adults: <input type="text"/>	Children: <input type="text"/>		
Document Name: Barkly Square Booking Application		Version: 2.2		
Created by: Operations and Facilities Manager		Creation Date: 21/10/2021		
Reviewed by:		Review Completion Date: 27/06/2023		
Approved by: CEO		Next Revision Date: 27/06/2024		

Event Name				
A brief description of the event <i>(e.g. meeting, workshop, exhibition, birthday party, AGM, other)</i>				
Venue Hired, Select one <i>(If multiple venues are booked, please specify in the notes below which venue is booked for which date)</i>	<input type="checkbox"/> Community Hall (Ground level Heritage building)	<input type="checkbox"/> Atrium (Ground level)	<input type="checkbox"/> Courtyard (Ground level)	<input type="checkbox"/> Lecture Theatre (Ground level)
	Training Room (Ground level & level one)	Meeting room (ground level)		Art Space (ground level)
Hire type (Select one)	<input type="radio"/> Casual Booking <i>(one-off event)</i>		<input type="radio"/> Multiple Bookings	

ADDITIONAL RESOURCES (AVAILABLE AT COST)

Resources	Cost	Quantity Requested
TV	\$ 20 ea	<input type="text"/>
Lectern	\$ 0	<input type="text"/>
Urn with tea & coffee	\$ 2.50 pp	<input type="text"/>
		<input type="text"/>

Room Hire Questionnaire

Purpose and Usage	What type of training or event will be conducted in the room?	
	Will you need any specific room configuration or layout? (Return chairs & tables to their original positions)	
Work Health & Safety (WHS)	Are you familiar with our emergency evacuation procedures and exits?	
	Do any of your attendees have specific accessibility needs we should be aware of?	
	Will you be conducting any activities that could pose a safety risk (use of chemicals or hazardous materials, equipment etc)?	
	Are you, trainers or staff trained in basic WHS procedures, including first aid?	
	Do you require a WHS induction for your staff and attendees before the event?	
	Will you be bringing any equipment that requires special safety considerations?	
Technology and Equipment	Will you need assistance with setting up any AV equipment or technology?	
	Are there any specific technical requirements (software, internet bandwidth etc) for your training?	
	Do you need a brief on the safe use of the provided equipment?	
Security and Access	Do you require additional security measures for your event?	
Cleaning and Maintenance	Will you need extra cleaning services during or after your event?	
	Are there any special sanitisation or hygiene requirements for your event (or after your event)?	
Insurance and Liability	Do you have current public liability insurance coverage for your event?	
	How will you handle any accidental damage to the premises or equipment?	

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Additional Services and Amenities	Will you need catering services? If so, do you have any dietary requirements to consider? (BGT do not supply catering)	
	Do you require any additional amenities, such as breakout rooms or rest areas?	
	Are you planning to use any external contractors (caterers, technicians etc), and have they been briefed on our WHS policies and procedures?	

DECLARATION BY APPLICANT

I have read and understood my responsibilities as contained within the forms relating to my hire, including responsibilities as outlined in the Terms & Conditions of Hire

I will ensure that no person under the age of 18 years will be left unsupervised in the venue.

NAME			
DATE		SIGNATURE	

OFFICE USE ONLY:

BOOKING CONFIRMATION

Booking confirmed in calendar	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA
Booking form attached with notes	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA
Confirmation email sent to client	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA
Invoicing			
- Added to Rooms to invoice spreadsheet.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA
- Created draft invoice in Xero	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA
- Emailed accounts with booking info & draft invoice details	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA
- Total cost			
Notes			

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