

The information you provide in completing this application/form is considered 'personal information' for the purposes of the *Privacy and Personal Information Protection Act, 1998*. Coonamble Shire Council collects, stores, accesses, uses and discloses any personal Information you provide in order to facilitate services, customer requests and Council business, in accordance with obligations under the *Privacy and Personal Information Protection Act, 1998* and Council's Model Privacy Management Plan. The retention and disposal of your personal information is governed by the Local Government Record-Keeping Rule GA39. Council takes all reasonable and appropriate steps to protect the privacy of individuals as required by law.

GENERAL BOOKING APPLICATION FORM

Applicant Details							
Name:							
Organisation:							
Address:							
Contact Number:							
Email:							
Bank Acct Details:*	BSB:		Acct Name:				
* For refund of deposit, where	eligible.						
Booking Details							
Event Being Held:							
Sport Being Played:							
Facility Required:							
Date(s) Required:							
Time(s) Required:	Start: Finish:						
Access Required Befo	ore / After Function: YES / NO			Time Access Required:			
Area(s) Required (please tick or check):							
Smith Park	☐ Mad	donald Park		Electronic Sign		Tennis Courts	
Other:							
Other Requirements:							
Barbecue		Lights	Ш	Shower		Toilets 🔲	
Canteen	Mol	bile Canteen		Bar		Power	
Other:							
Other.							
NOTE:							
 If doors/windows/gates are left open or unlocked after use, Council may charge applicant a call-out fee. 							
 If facilities are left unclean or damaged after use, Council will clean at applicant's cost 							
Meter is read before and after use and charged accordingly.							
On behalf of the organisation for whom I am making this booking, I acknowledge that the requested facility is an asset shared with other organisations and members of the community and, therefore, agree to utilise the requested facilities and services within the times specified above, such that no inconvenience is caused to other users. I acknowledge that my club and members have no greater privileges in using these shared							
facilities than any other user. Signature: Date:							
Jignature.			Date	··			
FOR OFFICE USE							
Date:	Event added t	o Calendar 🗌	Re	gister 🗌	Security		
Invoiced Paid P	Invoice No:		Da	ite Paid:	Deposit: Invo	Spice No:	
				turn Deposit: Yes	No 🗌		
Venue Checked 🗌	Date Checked:			Co	st of Repairs:	\$	
Insurance: Yes 🗌 No 🗌	(Copy is held o	on file at Counc	cil/Copy is	attached)	De	posit Refunded 🗌	
Signature:				D	ate:		