

Bellarine Bayside Venue Hire

Hire Application Form

Please complete (print) this form and return to the address above or drop into Portarlington Holiday Park reception.

Name of Organisation (if applicable) _____

Name of Hirer / contact person: _____

Address: _____

Phone: Home _____ Work _____ Mobile _____

Email address _____

1. Function Description:

eg. Meeting, wedding, birthday party

Date of function: _____

Commencement time: _____

Completion time: _____

Number of persons expected: _____

Is access/set-up time required? _____

Day: _____

Time from: _____ Time to: _____

2. Intended Activities:

eg. Dancing, workshop, concert, display

3. Hirer Category

- Private function
- Commercial organisation
- Community group

4. Facilities required:

Indented Head Community Hall

OR

Parks Hall Community Centre

Hall

Piano

Parkview Room (upstairs next to kitchen)

Commercial Kitchen

Bayview Room (downstairs facing Bay)

5. Do you intend using any outside areas?

No Yes (please give details below*)

* We will notify you if your function also requires an Event Permit

6. Do you require vehicle access to any locked reserve areas?

No Yes (please give details below)

Continued over...

7. Food and liquor provision:

Will there be a charge to attend the function?

No (please ignore the box below and go to section 8)

Yes (please complete the box below)

This section only needs to be filled in if you are charging people to attend your event.

(a) Is food being provided?

No please go to question (c) below

Yes please go to question (b) below

(b) Do you intend to use a commercial caterer?

No Temporary Food Registration required (*please see details below)

Yes

Name and address of caterer and the Council the caterer is registered with:

(c) Is liquor being provided?

No

Yes Temporary Liquor Licence required (**please see details below)

*** Temporary Food Registration**

You will need to apply to the Health and Local Laws Department of the City of Greater Geelong for Temporary Food Registration. Phone 5272 4411 to obtain an application. When received, please forward copy of Temporary Food Permit to Bellarine Bayside.

**** Temporary Liquor Licence**

You will need to apply to the Department of Justice for a Temporary Liquor Licence. This can be done on-line at <http://www.vcglr.vic.gov.au>, or an application form can be obtained by phoning 1300 182 457. When completed please contact Bellarine Bayside with your Liquor Licence number.

! Please note these applications can take up to 6 weeks to complete so please register ASAP.

8. Do you require access to Wi-Fi, projector and/or audio/sound system?

No Yes (please give details below)

9. Public Liability Insurance

Copy of \$10 million Public Liability Insurance

Certificate of Currency is enclosed

OR

I/we request Bellarine Bayside to arrange Public Liability Insurance on my/our behalf and I/we agree to pay the appropriate charge

10. Declaration

I/we acknowledge that I/we have received and read the document [Bellarine Bayside Venue Hire - Conditions of Hire](#) and am/are fully aware of and accept the conditions, indemnities and other requirements. I/we am/are also aware that the conditions of hire may affect my/our legal rights and my/our insurance requirements.

Name: (print) _____

Signature: _____

Position in organisation: _____

Date: _____

When completed please forward this form to contactus@bellarinebayside.com.au

**OR mail to
Bellarine Bayside, PO Box 40, Portarlington Vic
3223**

**OR return in person to Holiday Park Reception at
Boat Road (off Sproat Street) Portarlington**

**If you have any queries, please contact
Bellarine Bayside on
03 5254 4007**