

Southern Grampians Shire Council

Application for Marquee Hire



Southern Grampians
Shire Council

Organisation/Name:			
Contact Person:			
Postal Address:			
Telephone:		Fax:	
E-mail:			
Event Title:			
Event date(s):			
Public Liability Insurance? <i>(a requirement)</i>	Yes / No	*Please attach photocopy of Public Liability Certificate of Currency	

MARQUEE HIRE DETAILS

Delivery Date: <i>(Monday to Friday - 8am)</i>		Delivery Time:	8am
Delivery Address:			
Number of people able to assist with erection of marquee: <i>(minimum of 2 people)</i>			
Dismantle Date: <i>(Monday to Friday - 8am)</i>		Dismantle Time:	8am
Number of people able to help dismantle the marquee: <i>(minimum of 2 people)</i>			
Contact Person & Phone Numbers: <i>(day of delivery & pick-up)</i>			

CONFIGURATION OF MARQUEE (6m x 9m)

Detachable Walls: <i>(Please tick which sides of the marquee you would like opened up)</i>	Front		Right of Front <i>(looking at marquee)</i>	
	Left of Front <i>(Looking at marquee)</i>		Back	
Marquee entrance to face: <i>(Please describe, i.e. North, South, East, West, NW etc.)</i>				
Other: <i>(Please indicate any other specifications you have)</i>				

LOCATION MAP

Please map out a rough guideline of the marquee's location and direction, indicating the whereabouts of any nearby infrastructure, waterways, streets, public toilets underground sprinklers, power and sewerage lines.

EXAMPLE:

<p>The example map shows a site layout with a 'Hired Marquee' and an 'SGSC Marquee' positioned between 'Barker Street' and 'Smith Street'. A 'Power Outlet' is located near the hired marquee, and another is near the SGSC marquee. A 'Sewerage Line' and 'Underground Sprinkler Line' are also indicated. 'Tanner Road' and 'Shortman's Creek' are shown at the bottom of the site. A large 'Oval' is drawn on the ground between the two marquees.</p>	Sewerage Line
	Barker Street
	Public Toilets
	Smith Street
	Underground Sprinkler Line
	Tanner Road
	Shortman's Creek
	Power Outlet
Notes:	

EVENT MUD MAP:

Notes:	

Attach other information as necessary.

Conditions of use

I have read and understand Southern Grampians Shire Council's marquee hire policy and am aware that the bond will be forfeited should damage to the marquee occur.

Signature:

Date:

Please return completed form to:

**Events Coordinator,
Economic Development and Tourism Unit
117 Brown St (Locked Bag 685) Hamilton VIC 3300
Telephone: (03) 5573 0480**

Southern Grampians Shire Council

Lodgement of Bond for Marquee Hire



Southern Grampians
Shire Council

Organisation/Name: (A return cheque will be made payable to person / organisation stated here)			
Contact Person:			
Postal Address: (A return cheque will be sent to this address)			
Telephone:		Fax:	
Event Title:			
Event date(s):			
Bond Payable: (Ledger No. 97400.05)	\$200		

A deposit of \$200 accompanying this form must be paid at the time of booking the marquee.

Payment can be made at either the Southern Grampians Shire Council Business Centre at 111 Brown St Hamilton or by sending a cheque to Locked Bag 685, Hamilton, 3300.

Office Use Only

- Form to Creditors
- Receipt of Payment and Photocopied Form to Events Co-ordinator
- Send Receipt of Payment and Photocopied Form to Event Contact Person