

Venue Details *(Please visit Council's See It Live website (www.seeitlive.com.au) for room information. Additional Fees and Charges may apply.)*

Please select the relevant locations required for your event:

- Gold Room Range Room Anderson Room *(Dance Studio – located upstairs)* Beatrice Hutton Room

Room Layout

Please select the desired room layout:

- U Shape Boardroom Cabaret Theatre Banquet
 Classroom Other:

Catering and Liquor Details

Yes No Will you be supplying catering for the event?

Yes No Do you require liquor to be served at the event? *(Please note, 62 Victoria Parade is a licenced venue)*

Technical Details *(Please note, Fees and Charges may apply)*

Yes No Do you require technical staff or equipment for your booking?

Technical contact name:

Contact number:

Email:

AV Equipment *(Please note, Fees and Charges may apply)*

Please specify the AV equipment required for your booking?

- Public WiFi Projector PA system with microphone Piano/keyboard

Please list any further AV equipment or technical staff required for your booking:

Event Payment Schedule

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

Event Payment: Once your completed form is returned and your booking is accepted, a contract and invoice will be issued for payment. All event charges will be included in this invoice.

Event Balance: This payment is due after the event has concluded, when electricity, consumables and other relevant charges can be calculated.

Event Bond: This payment is due 30 days prior to the event and is charged at Council's discretion. Bond will be refunded upon inspection of the venue following the event if no further cleaning or repairs are required.

Public Liability Insurance *(Please note ALL 62 Victoria Parade bookings require a copy of your public liability insurance and indemnity statement. Rockhampton Regional Council must be noted as an interested party on the Certificate of Currency and the level of cover must be \$20 million.)*

Name of insurer:

Policy number:

Policy limit:

Expiry date:

Supporting Documentation

Your booking is not confirmed until all relevant supporting documentation, including a signed contract, has been received with the event payment and relevant approvals given. If your booking is accepted, written approval will then be provided. Do not publicly advertise your event until booking approval has been given.

Attached	Pending	Not Applicable	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Cover for Public Liability Insurance to the minimum value of \$20 million and noting Rockhampton Regional Council as an interested party
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Debtor Credit Account Application Form <i>(if invoice required)</i>

Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.

Name:

Signature:

Date: