



CASSOWARY COAST REGIONAL COUNCIL

PO Box 887, INNISFAIL, Q 4860

Phone – 1300 763 903

Fax – 07 4061 4258

Email – enquiries@cassowarycoast.qld.gov.au

www.cassowarycoast.qld.gov.au

Address all correspondence to the Chief Executive Officer

Innisfail Concert Hall – Booking Enquiry Form

Date:		Name:	
Organisation: (if applicable)			
Address:			
Phone Numbers			
Home:		Mobile:	
Email Address:			
Event Purpose:			
Proposed Dates for the Event:		Preferred Date:	
Day	Date	Month	Year
Booking Type	Description	Fees	Indicate Preference (✓)
Function includes bar, kitchen and air conditioning	4hr set up session day prior to event, full day and night hire, 4hr clean up session day after event	Community - \$650.00 NFP* - \$325.00	
Half Session (4hrs)	4 continuous hours during the day/night	Community - \$200.00 NFP* - \$100.00	
Full Session (8 hr) includes bar, kitchen, air conditioning	8 Continuous hours during the day/night	Community - \$400.00 NFP* - \$200.00	
Weekly Hire (+ air conditioning per meter reading)	4hrs setup and clean up before and after event calculated on 5 days function hire	Community - \$3,000.00 NFP* - \$1,500.00	
Any Additional cleaning costs to Council will incur a 10% surcharge. For corporate pricing, please contact Events Manager.			
Set Up of Events:	Have you allocated enough time to set up and clean up? It is recommended that a maximum time of 4hrs is allocated before and after and event to set up and clean up.		
Permits:	Serving food and alcohol at your event may require a permit. It is your responsibility to liaise with relevant authorities in relation to obtaining permits.		

*Organisations requesting the Not For Profit (NFP) discount will need to show evidence by producing a certificate of proof stating Not For Profit from the ATO or Office of Fair Trading. All agreements must be signed by an Executive Committee member.

Your booking date will be tentatively confirmed by email or letter. You will be advised what you are required to bring with you when you sign your agreement. Our Community Development Officer will contact you to make a convenient time to go through your agreement and take your deposit.

Fees and Charges applied shall be those of the adopted CASSOWARY COAST REGIONAL COUNCIL Fees and Charges at the time of the Event and may vary from those included in this agreement.

I understand that this process is to enquire about a booking and no confirmation has been made. I will receive notification within 5 working days of the availability of the hall for my chosen dates. There is no guarantee at this stage that your choice of date/s are available.

Signature:

Date:

OFFICE USE ONLY

Outlook Calendar Completed including set-up/Clean-up	Initial & Date
Registered Email sent confirming or rejecting dates	Initial & Date
Events Coordinator CC'd in any correspondence – task completed	Initial & Date
Identify Event Category referring to definitions	(✓)
Hall Hire – Event run solely by the public	
Community/Partnership/Recreation – Community Group or Council run	

NOTES

The Cassowary Coast Regional Council respects your privacy. Personal information provided on this document is collected in accordance with the Local Government Act 2009 and is used only by Council staff for the purpose of processing your submission and will not be disclosed to any third party unless required by law.

Last Updated 27/07/2021