

<b>Area:</b> Coonamble Shire Council	<b>Classification:</b> Engineering	<b>Refers Policy Number:</b>	<b>Procedure Number:</b> AOW 13.0 / 13.6
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**Subject:**

## COONAMBLE SHIRE COUNCIL BOOKING PROCEDURES

**Coonamble Shire Council Booking Procedures:**

- Any persons wishing to book facilities within the Coonamble Shire are required to complete an official Coonamble Shire Council Booking Form.
 

Booking Forms can be obtained from the front office of the Council building located at 80 Castlereagh Street, Coonamble. Alternatively you can have a copy faxed to you.
- It is a requirement of Coonamble Shire Council that bookings are received **at least 2 weeks** prior to an event.
 

This ensures confirmation of the booking is received by the organisation as well as allowing for preparation of the site for the function.
- All booking applications **MUST** be accompanied by a copy of the organisations current Public Liability Insurance.
 

Bookings cannot be processed unless a copy of all appropriate insurance policies relating to the function are received prior to the event.
- Users will be advised of any relevant fees associated with their booking in the confirmation of booking letter.
- It should be noted that most Council facilities require keys for access. You will be advised in the confirmation of booking letter whether you will be required to collect keys for the facility booked.
 

If keys are required, users will need to complete a Key Booking Form which will be attached to the confirmation of booking letter.

Keys can be collected from the Front Office at the Coonamble Shire Council building located at 80 Castlereagh Street, Coonamble.

All keys have a security deposit of \$20.00 attached to them. This deposit is required upon collection of keys and will be refunded on key return.

**NB:** Council refunds are done via electronic banking or cheque only. Cash refunds will not be given.
- All users of Coonamble Shire Council facilities are responsible for cleaning of the area including the amenities after use.
- All users of Coonamble Shire Council facilities are responsible for any vandalism or damage caused during times of use.
 

Council will inspect the site after use and accounts will be forwarded to the organisation responsible for the cost of any repairs which may be necessary.
- Garbage bins are provided by Council and must be located at central points for collection by Councils contractor the following morning.
- Queries or concerns regarding bookings should be directed to either the Staff Engineer – Maintenance or the Administration Officer – Engineering. Both of the above-mentioned staff members can be contacted on 02 6827 1900 during business hours.

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<b>Coordination Responsibility:</b> Administration Officer, Engineering		<b>Page No:</b> Page 1 of 1	<b>Distribution:</b> Administration