



IPSWICH CITY COUNCIL
**Application for
Room Booking**
WG Hayden Humanities Centre

APPLICANT'S DETAILS (must be completed)*		
Name of Organisation/Group:		
Address:	Suburb:	Postcode:
Postal Address:		
Home Phone:	Work Phone:	
Email:		

CONTACT PERSON'S DETAIL (must be completed)*	
Name:	
Position:	
Telephone:	Work:

SECONDARY CONTACT PERSON (for enquiries)*	
Name:	
Position:	
Telephone:	Work:

EMERGENCY EVACUATION OFFICER (this is your onsite contact person)*	
Name:	
Position:	
Telephone:	Work:

Is your organisation not for profit?* Yes No

Is your organisation a Government authority?* Yes No

Does your organisation perform a public purpose that benefits the residents of Ipswich?* Yes No

Formation date:	
Incorporation date: (if applicable)	
ABN number: (if applicable)	

Is your organisation registered for GST?* Yes No

*denotes a mandatory field



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Does your organisation hold Public Liability Insurance? Yes No (If yes, please provide details below)*

PUBLIC LIABILITY INSURANCE DETAILS (please provide current certificate)	
Name of Insurance Company:	Sum Insured:
Details of Insurance:	
Policy Number:	Expiry Date:

ROOM HIRE DETAILS (if multiple bookings required, please attach additional information)*	
Dates Required:	Number of Rooms:
Times:	Number of People:
Size of Facilities:	
Other Information:	

ACTIVITIES TO BE UNDERTAKEN (i.e. fundraising events, meeting etc)

Is any payment received from participants for the programs/activities provided? Yes No

IF YES, PLEASE PROVIDE DETAILS OF PAYMENT

TECHNICAL REQUIREMENTS

Council has the following presentation equipment available in the Auditorium. Please tick if you require access to any of them:

Video Audio Microphone

If you ticked any of these boxes then a mandatory technical demonstration is required prior to the day of the booking.

FEE RELIEF

Is your organisation seeking fee relief? Yes No (If yes, please complete the *Attached Relief Form*)

Applicant's Signature:*	
Position:	Date:

LODGEMENT (Please lodge your completed application form to)		
In person:	Post to:	Email:
Ipswich City Council Customer Service Centre 143 Brisbane Street Cnr Ipswich City Mall, Ipswich	Ipswich City Council PO Box 191 IPSWICH QLD 4305	council@ipswich.qld.gov.au

Thank you for completing this form.
Your application will be assessed and you will be advised of the outcome.

*denotes a mandatory field

The Ipswich City Council (Council, we, our, us) collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the Council manages personal information is governed by the Information Privacy Act 2009 (Qld) (the Act).

We are collecting your and your organisations/companies information to enable your organisation to apply for use of the W.G Hayden Humanities Buildings. Generally, we will not disclose your/organisation/companies personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. By returning your application to Council, we will consider that you have given us your consent to manage your/your organisations/companies personal information in the manner described in Council's Privacy Statement, Personal Information Digest and this collection notice.