



COMMUNITY KIOSK BOOKING FORM

IMPORTANT: The information provided by you on this form will be used by Narrabri Shire Council or its agents to process this application. The provision of this information is voluntary, however, if you do not provide the information, Council may not be able to fully process your application. Once collected by Council, the information can be accessed by you in accordance with Council’s Privacy Management Policy or in special circumstances, where Commonwealth Legislation requires or where you give permission for third party access.

1. Applicant Details

Organisation Name:

Contact Name:Contact Number:

2. Booking Details

Date:Time:

Purpose:
.....
.....

3. Deposit Details

Deposit payment is refundable upon return of the key.

Amount Received: Date Paid:

Council Representative (print name) : Signature:

4. Checklist and Declaration

In submitting this booking form, I acknowledge that:

- I accept full responsibility for the key issued to me as set out above.
- I will not provide this key to any other person without the permission of Council’s Manager Parks and Open Spaces.
- Should this key be misplaced, stolen or damaged I will immediately inform Council’s Manager Parks and Open Spaces on (02) 6799 6866 and in writing. Notifications should be addressed to the Manager Parks and Open Spaces, Narrabri Shire Council, PO Box 261, Narrabri NSW 2390 or emailed to council@narrabri.nsw.gov.au.
- I agree to return the key at the conclusion of my booking at which point I will have my deposit refunded.

- I understand that any costs for replacement or repairing of the Community Kiosk may be charged to me as a result of improper use.
- I agree to ensure the Community Kiosk is cleaned prior to returning the key and understand that cleaning fees will be charged if it is not left in an appropriate state.
- I understand this booking cannot be accepted unless a COVID-19 Plan has been provided
- I understand it is my organisations responsibility to ensure any NSW Government COVID-19 restrictions in place at any time are adhered to.

Any required documents not provided will delay the processing of your application

- I have attached a COVID-19 Plan.
- I have completed this booking form in full including contact information and purpose of my booking.
- I have read and understood the current NSW Government COVID-19 restrictions.

In signing this form, I _____ (print name) acknowledge that I have completed all required information to the best of my knowledge.

Signature of Applicant: Date:

Office Use Only

Date Key Returned: Amount Refunded:

Council Representative (print name) : Signature: