

# MEC

## Main Auditorium Hire Agreement

### Applicant Details

Name

Agency

ABN

Address

Postal Address

Email

Phone

Website

### Production Title

### Production Schedule

Date

Purpose

Start Time

Finish Time

Bump In, Rehearsal, Performance , Bump Out

I, \_\_\_\_\_ of \_\_\_\_\_ declare that I am authorised to act on behalf of the above named hirer.

The hirer agrees that the said premises shall be used for the production as listed above and for no other purpose. I now pay the security deposit as per the MidCoast Council Fees and Charges for such hiring and agree that the hirer shall promptly and punctually pay MidCoast Council all monies which may be payable in respect of this hiring, in accordance with the Council's Terms and Conditions of Hire and Schedule of Fees and Charges.

The hirer agrees to be bound by and shall observe, perform and fulfil the requirements of the Terms and Conditions of Hire.

Signature of Applicant - \_\_\_\_\_ Date - \_\_\_\_\_

**Yalawanyi Ganya**  
**2 Biripi Way**  
**PO Box 482**  
**Taree NSW 2430**

**All invoices must be in the name of MidCoast Council ABN 44 961 208 161**

Please **send ALL invoices** to the following email address only and not directly to the Council officer.

Invoices must include either a Purchase Order Number or a staff members name.

[accounts.payable@midcoast.nsw.gov.au](mailto:accounts.payable@midcoast.nsw.gov.au)

Company name

Trading name

Mailing address

Accounts contact person

Contact phone number

Contact email address

Remittance email address

ABN

Registered for GST

Goods or Service:  Providing a service to Council  Providing goods only

## Banking details

BSB  Account number

Account name

**If you need to enquire about an invoice or payment, please contact our Accounts Payable team on 02 7955 7012.**

MidCoast Council has partnered with Eftsure to enhance our fraud management controls and mitigate cyber security risks. To safeguard our payments from fraud and errors, we require you to verify your business banking details through the Eftsure portal. Eftsure complies fully with the Australian Privacy Act (APA) and treats all data as Personally Identifiable Information (PII).

**Privacy:** This information is required to assist with your application and will not be used for any other purpose without seeking your consent, or as required by law. Your application will be retained in our Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting us.