

# Application for court/meeting room hire by non-core business users



Justice

Organisation Details (All users to complete)	
Name of organisation (include ABN if applicable):	
Contact person and position held:	
Telephone Number	
Address:	
Email address:	
Brief description of organisation:	
Organisation reference number(s) (if applicable for invoicing):	
Court Hire Details	
<b>Purpose for Use of Premises:</b> For example: conference, video conference, mock court More details can be provided on separate document and attached	
<b>Facilities required for use:</b> For example: meeting room, court room etc	
Requested Court location:	
Date(s):	
Starting Time:	
Finishing Time:	
No. of attendees:	
Will there be any requests to film/record sound and/or images?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Special requirements, if any?	
Current Public Liability Insurance certificate attached.	Yes <input type="checkbox"/> - <i>(Please attach a copy as part of this application)</i>
Signature:	
Date:	
<i>If this application is approved, a Terms of Access Agreement will be provided outlining applicable fees.</i>	

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**Court Services use only:**

	Comment/reasons
Approved/Denied (please circle)	
Name:	
Position (Registrar/Senior Hub Manager/Regional Director):	
Date:	
Any additional Office of the Sheriff comments/costs regarding security:	
Office of Executive Director use only:	

The above information is supported by the Court Services Policy: Use of Court premises/facilities by third parties. This policy is available at the following webpage:

[http://www.localcourt.justice.nsw.gov.au/Pages/contact\\_us/court-hire.aspx](http://www.localcourt.justice.nsw.gov.au/Pages/contact_us/court-hire.aspx)

**Court Room / Meeting Room Hire**

Requests for the short term use of court premises must be made in writing using the attached application form. **Completed applications should be sent to [courtservices@justice.nsw.gov.au](mailto:courtservices@justice.nsw.gov.au).** Evidence of current Public Liability Insurance of \$20million is required and must be forwarded with the completed application.

Usage will be subject to the following fees (unless an exemption applies).

Room Type	Rate	Fee
Meeting room	Per hour	\$58.00
Meeting room	Per day	\$280.00
Court room	Per hour	\$72.00
Court room	Per day	\$355.00
Sheriff (security)*	Per hour per officer	\$52.00
Requests for use of court premises with 30+ attendees	Per day	\$710.00 plus sheriff fee

\* the Security Coordinator will review applications in order to assess the Sheriff resources required.