



HALL HIRE APPLICATION TEMPLATE

Template No.: 4-5-233

GDS Category: Social, Cultural and Community

Public Document? **YES**

Date: June 2014

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Version: 1

Review Date: June 2016

To: **SPECIAL EVENTS OFFICER**

I (name):

On behalf of (Group / Organisation):

Address: Postcode:

Contact No. (Home): (Work): (Mobile):

Fax No.: E-mail:

☐ Mount Laura Homestead Building ☐ Girl Guide Hall ☐ Field Street Hall ☐ Library Meeting Room

Event Name:

(Note: *If the function is to be for a birthday, Council require information on the age of the person.***)**

Age:

How many people attending the event?

Date: Start: Finish:

From: (am/pm) To: (am/pm)

If your event has stall holders or is a major community event, you may require a separate form. Please check with Council staff regarding this.

Field Street Hall is to be vacated by 12.00 am.

Mount Laura Homestead Building and Girl Guide Hall are to be vacated by 1.00 am.

Please answer the following questions, if **YES**, provide further information.

Will food or drink be sold? ☐ Yes ☐ No

.....

Will alcohol be served/sold? ☐ Yes ☐ No

.....

(Note: *If alcohol is to be sold, you will require a Liquor Licence. No glass allowed.***)**

Will there be a band/DJ at the event? ☐ Yes ☐ No

.....



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Will marquees, amusement structures, tables or chairs be used? ☐ Yes ☐ No

*(**Note:** If marquees are to be used, please ask Council as to the requirements, as some locations have underground irrigation installed.)*

Council will provide access to existing power outlets only. Will power be required? ☐ Yes ☐ No

How many?

Will you require additional bins? ☐ Yes ☐ No (Bin fee's may apply)

How many? (6 available)

Private functions (eg: weddings or birthday parties) maybe covered by Council's ADHOC Insurance, depending on circumstances. Businesses will need to provide own insurance. Please speak to Council staff for any queries.

Have you provided Council with a current copy of Public Liability Insurance in the last 12 months

☐ Yes ☐ No

If you are business and have answered **NO** you are required to provide a copy.

PLEASE NOTE:

Payments for hall hire, bond and key deposit are required to be paid before the event.

When booking for a function, please be aware that the booking does not include the barbeques, as Council is unable to guarantee they will be available at the time of your event.

Any event considered to be of a significant size/nature, will be advertised on Council's web-site.

Please read the attached Conditions before signing.

Signature of Applicant: Date:

For prompt refund please fill out the following:

Please choose Payment option:

☐ Cheque ☐ EFT

Refund to be in the name of/Account name.....

BSB number:

Account number:



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CONDITIONS

The issuing of this permit is subject to:

- A. The permit holder agreeing to the General Conditions of the permit as contained herein.
- B. The permit holder agreeing to all Special Conditions which the Council may determine.
- C. The permit holder paying the prescribed fee.
- D. The permit holder providing a copy of all appropriate insurances as required by either the General Conditions or Special Conditions of the permit.

General Conditions

1. The permit holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
2. The permit holder shall take out and keep current a Public Risk Insurance Policy in the name of the permit holder insuring the permit holder for the minimum sum of Ten Million Dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
3. The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the insurer indicating the insurer accepts the indemnity given by the permit holder.
4. The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
5. The permit is not transferrable.
6. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
7. No food or drink, other than those nominated on page 1 of this application, will be offered for sale by the permit holder.
8. No music system or amplified sound, other than those specified on page 1 of this application, is to be used by the permit holder without the prior approval of Council.
9. Stalls and exhibitor sites will be allocated by the Event Co-ordinator and sites can only be altered by liaison with the Co-ordinator.
10. The permit holder shall ensure that site(s) covered by this permit are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
11. No vehicles are to be permitted on the turfed areas.
12. Damage to ground facilities, building, equipment and irrigation points caused by the hiring organisation members or supporters will be rectified by Council at the organisation's expense. Any such damage to be reported to Council immediately.
13. The use of power by permit holders shall not exceed that agreed to and approved by the Council.
14. The permit is liable to be revoked by Council if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance. The decision of Council will be final.
15. This permit will not come into operation until proof of the appropriate insurance has been provided to the Council and a copy of this permit, authorised by Council, has been returned to you.