

APPLICATION FOR HIRE OF A Council Hall or Community Centre Casual Hirer

Hirer Details			
Name of Hirer / Organisation:			
Applicant (Name)		Position within Organisation:	
Contact Numbers	(H)	(W)	(M)
Postal Address:			
Email Address:			

Facility Requirements			
Facility Name:			
Area required:			
Date of Hire			
Starting Time		Finishing Time	
Purpose of Hire	(Wedding, Birthday, etc.)		

Additional Information Required			
Number of Adults attending:		Number of Children attending:	
Will Alcohol be consumed at the function?			
Will Alcohol be available for sale during the function? <i>(A copy of the appropriate liquor licence must be provided)</i>			
Are you a Not For Profit Organisation?			
Will you bring any equipment into the facility (e.g., live music/ juke box, jumping castle, etc.)? If yes please provide details below:			

Public Liability Insurance

Are you a sporting body, club, association, corporation or incorporated body?

Are you hiring the venue for commercial or profit making purposes?

Will you hire a Council venue 12 or more times a year?

If you answered yes to any of the above questions you will need to provide your own public liability cover. Please attach a copy to this application form.

Casual Hirer's Insurance is available for those hirers who answered no to the above questions.

Nominated Person responsible for keys

There is a refundable key deposit of \$25.00 for each key issued.

Number of Keys Required:

Person 1

Name

Address

Home Phone

Work Phone

Mobile

Person 2

Name

Address

Home Phone

Work Phone

Mobile

Hire Agreement

I the hirer confirm that I am over 21 years of age. I agree that I will provide proof of my identity to Council on request.

I have read and understand the accompanying Conditions of Hire. I understand that the Management Committee or Council reserve the right to cancel Approval to Hire if:

- Payment is not made by the due date;
- Any significant change to the original intended purpose for the use of the facility occurs;
- The conditions of Hire are breached.

I undertake to be responsible for the payment of Fees, Charges and Bonds fixed by Council for hire of the facility and any additional charges arising out of hiring in accordance with the Conditions of Hire and which we agree shall apply to and form the basis of this application.

Name

Signature

Date

Privacy Statement: Wollondilly Shire Council is collecting personal information from you on this form for the purpose of assisting the determination process of your application. This information is required by law and failure to provide the information may lead to rejection or delays of your application. At any time you have the right to access, view or correct the personal information that you have provided. Please also note that information supplied on this document may be the subject of a request to access information under the Government Information (Public Access) Act 2009 (GIPPA)

Office Use Only

Hire Fee:

Public Liability Insurance:

Bond:

Key Deposit:

Confirmation Letter:

Invoice:

Booking Reference:

ID Provided:

Conditions of Hire for Council Halls & Community Centres – HIRER TO RETAIN

Administration Centre, P O Box 21 PICTON, 62-64 Menangle Street, PICTON NSW 2571

Phone: (02) 4677 1100 Fax: (02) 4677 2339 Email: council@wollondilly.nsw.gov.au

Web: www.wollondilly.nsw.gov.au

Conditions of Hire for Council Halls & Community Centres – HIRER TO RETAIN

Completion of the Application for Hire form does not confirm your booking. Your booking is not confirmed until you have received written confirmation from Council or the Management Committee and is subject to the payment of all fees and bonds.

Booking Process, Fees & Bonds:

1. Only persons 21 years and over are permitted to sign Council's Hire form. Proof of identity must be provided.
2. Hirers must complete a Booking Application form and agree to use only that part of the facility nominated in the Hire Application, and confirmed by Council or the Management Committee (whichever is applicable). Times of hire must be adhered to. **Setting up times** and **packing up times** must be included in the booked time.
3. Hirers are to clearly state the nature and type of activity that is to take place on their Booking Application form.
4. All Hire fees, Bonds and Deposits are to be paid in advance and prior to the use of the facility.
5. Hirers must pay the appropriate fee in accordance with the schedule of Fees and Charges as adopted by Council. If the Hirer wishes to apply for a Reduction or Waiver of Council's Adopted Fees they should contact Council's Facilities Coordinator for details of this process by email to council@wollondilly.nsw.gov.au or by telephone on 4677 1100.
6. All hirers must hold public liability cover. Those hirers who do not hold their own public liability cover may qualify for Council's Casual Hirer's Insurance. Fees are applicable based on the type of function.
7. Hirers must ensure they obtain the necessary Permits for their activity (e.g. Liquor Licence for sale of alcohol or APRA Licence for Public Performances) as required.
8. The Hirer is required to give seven (7) days' notice of cancellation otherwise full payment must be made. A processing fee of 10% of hire fee is applicable to cancellations if more than seven (7) days but less than one (1) months' notice is provided. No fee is applicable if one month or more notice is provided for cancellations.
9. Refundable bonds will be returned by cheque only within two (2) weeks of the hire date, provided the facilities are left in a condition satisfactory to Council or the Committee (whichever is applicable) and the key returned. Failure to leave the facilities clean and tidy will result in the forfeit of the bond. Bond refunds are provided by cheque.

Keys

10. The Hirer or person nominated by the Hirer may collect keys and sign the Key Issue Form at a time suitable to Council's Facilities Coordinator or the Management Committee Booking Officer. Keys are only able to be collected on a weekday before 4pm and an appointment must be made for this process.
11. No additional keys may be cut by the Hirer. Any additional keys required must be ordered by Council and further key deposits will apply.
12. Keys must be returned to Council on the first business day following hire. Bonds and key deposits will only be refunded following the return of the key and pending a satisfactory post-hire inspection.

Alcohol and Security

13. The Hirer must be the first and last person to leave the hall and must remain on site at all times during their function.
14. If alcohol is to be consumed at a function, a *Safe Party/ Function Notification Form* needs to be obtained from the (Police) Local Area Command and a copy provided to Council prior to the event. Keys for the facility will not be issued if this requirement is not met.
15. Alcohol must only be consumed within the Community Building. Alcohol is not permitted to be consumed outside the building, for example, in car parks, doorways or walkways.

Conditions of Hire for Council Halls & Community Centres – HIRER TO RETAIN

Alcohol and Security *continued*

16. Consumption of alcohol in glass bottles is not permitted.
17. Consumption of intoxicating liquor by persons under the age of 18 years is not permitted. People who bring alcohol or consume alcohol on the premises **must have identification** with them and must provide such identification to security guards present at the function on request.
18. Bringing bulk alcohol or kegs into a community facility is not permitted.
19. Selling of alcohol on the premises is not permitted without a Liquor Licence. The Hirer must provide a copy of such a licence to Council prior to their function.
20. Further fees for the use of Security Guards apply for functions for coming of age birthday parties (16th to 21sts) or other functions considered by Council to be "high risk". Security must be used at a ratio 1 guard per fifty (50) guests. Council will organise the security for such functions, the costs of which are charged to the hirer to be paid prior to the function. **Security Guards are required to close the function if the Hirer and attendees at the function are not complying with Council's Conditions of Hire.**
21. The charging of Entry Fees for private functions is strictly prohibited and any breach of this condition will result in the cancellation of the booking.
22. Advertising of parties though Social Media, e.g., Facebook is not permitted and any breach of this condition will result in the cancellation of the function.
23. Venue Capacity is not to be exceeded under any circumstances.

Cleaning and Damage Bond

24. The hirer is responsible for cleaning the facility at the conclusion of hire. A mop, bucket and broom are provided however **the hirer will need to bring their own cleaning equipment or products**. Warm water only is to be used on spills on the halls timber floors. The floors are to be swept and any spills mopped up. The kitchen must be left clean and nothing is to be left in the fridge. The oven, fridge and microwave are to be wiped clean if used.
25. All Hirers must remove their own **rubbish** from the site. In doing so Hirers must not place this rubbish in any fixed Council bin, or trade waste bin, located in or near the facility. **Hirer's will need to bring bin liners for their rubbish.**
26. Nails, screws or any other fastenings are not to be driven in or attached in any way to the walls, floors, timber work, ceilings, furniture or fittings. Blue Tac may be used with care, providing it's removed on completion of the function. Decorations must **not** be attached to ceiling fans and all decorations including balloons and blue tac are to be removed from the facility at the conclusion of hire.
27. Tables and chairs are not to be dragged on floor surfaces. Table and Chair trolleys are to be used when setting up and packing up to minimise manual handling risk. All tables and chairs must be wiped down following use and returned to the storage area to be stacked in a neat and safe fashion.
28. The facility must be locked securely on completion of hire and all fans, heaters and lights must be turned off.
29. The Hirer undertakes that in connection with the use of the facility they will not permit or suffer anything to be done which is damaging, disorderly or offensive. The Hirer shall be held responsible for the preservation of good order in general.
30. If the facility is left in an unsatisfactory condition that requires additional cleaning, including removal of rubbish, hirers will be charged for this service and the amount due deducted from the bond. Any damages must be paid for. If the total due exceeds the bond paid, the additional amount will be charged to the hirer.

Conditions of Hire for Council Halls & Community Centres – HIRER TO RETAIN

General

31. Council, any of its Officers or Management Committees, reserve the right to refuse any booking, or to cancel a booking within reasonable grounds and shall no way be liable for any loss or damage suffered by the Hirer, or any firm or corporation supplying any article or service to the Hirer, or otherwise in consequence of the exercising of this right. Management Committees are to advise Council in writing of the grounds for any such action.
32. The facility must only be accessed in the booked time for the purposes stated on the hire application. The hirer must ensure that they include sufficient time in their booking to allow for **setting up and cleaning up** following their hire.
33. The Hirer must carry out a safety inspection prior to use of the facility. **In case of emergency**, or to advise of any incidents, please contact Council's after hours service on 4677 1100. **Note:** - Out of hours calls of a non-urgent nature to seek assistance for minor matters will be charged to the hirer (minimum 4 hour call out fee at double time) at the discretion of Council.
34. **Smoking** is not permitted in ANY Council buildings.
35. **First Aid** equipment for casual hire must be provided by the hirer for those attending their function.
36. No **animals** are to be taken on the ground unless prior permission is obtained from Council, and it is not in contravention of Council Ordinance Signs.
37. The Hirer must obtain Council's approval for the erection of any **signs or banners**, etc. within or outside the facility, in accordance with Council's Advertising Policy.
38. Sub-Rental/Leasing by Hirers which have been allocated the use of a particular facility is prohibited.
39. All music played must be kept to a reasonable level to avoid disruption to nearby residential areas. All music must cease at MIDNIGHT and guests are required to depart at this time. The hall and car park must be vacated by 1.00am.
40. Should a Hirer be unable to proceed with their Hall booking due to faulty utilities on the day, a written request for a refund of hire charges may be submitted to Council for consideration however Council is not obligated to accept liability.
41. Council may impose additional conditions of use when assessing your application, if so, details will be included in your confirmation letter.