

# Facility Hire Permit (Ongoing)



Event Management: DCBW Event Form 12

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## 1. CONTACT DETAILS

I \_\_\_\_\_  
(Name)

For and on behalf of \_\_\_\_\_  
(Organisation / Business / Group)

Hereinafter called "the Permit Holder" of \_\_\_\_\_  
(Address)

Telephone No \_\_\_\_\_ Mobile \_\_\_\_\_

Facsimile No \_\_\_\_\_ Email Address \_\_\_\_\_

Hereby make Application to the Barunga West Council to hire the \_\_\_\_\_  
(Name of Facility)

For the Purpose of \_\_\_\_\_  
(name of the Event / Purpose of Hire)

### Period of Hire:

This Permit is valid from \_\_\_\_\_ until \_\_\_\_\_  
(Day of Commencement) (Day of Completion)

### Booking Request:

Daily / Weekly / Monthly / Quarterly / Other

(Please Circle Appropriate)

Duration: From \_\_\_\_\_ am/pm Until \_\_\_\_\_ am/pm

Estimated Number of Attendees \_\_\_\_\_

Will you be serving refreshments? YES/ NO will they be NON-ALCOHOLIC/ ALCOHOLIC  
(Please circle that which applies)

**If alcoholic beverages will be served, please contact the DC Barunga West for further information**

## 2. HIRE COSTS

\$ \_\_\_\_\_ per hire x \_\_\_\_\_ hires = \$ \_\_\_\_\_  
 plus \$ \_\_\_\_\_ bond **Total Cost of Permit \$** \_\_\_\_\_

**PLEASE NOTE : Bond For all facilities** – Payable PRIOR to commencement of hire  
 (Covers all hires and is returned following day of completion and return of facility key)

## 3. BOND REFUND DETAILS

Contact Person:	.....
Telephone No:	.....
Mailing Address:	..... .....
Direct Credit Details:	BSB: .....
	ACCOUNT: .....

## 4. THE ISSUING OF THIS PERMIT IS SUBJECT TO

The permit holder agreeing to the General Conditions of the permit as contained herein.

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

## 5. GENERAL CONDITIONS OF PERMIT

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 transferable.
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. Alcohol consumption will be prohibited without prior permission from Council.
8. No adhesive tape, blue-tack or drawing pins shall be used on walls or ceilings. If suitable anchors are provided, decorations may be hung from them.
9. No polish, floor speed or other material is to be used on the floor without the prior written approval of the Council who shall reserve the right to refuse the same.
10. The permit holder shall ensure that any breakages of glass or spillage of food or drink are cleaned up immediately.
11. At the completion of the function, all floors must be swept, tables, chairs and other furniture placed in their original positions and all areas cleaned to the satisfaction of Council. Failure to do so may result in cleaning fees being charged.
12. All litter resulting from any function must be removed from the hall and adjoining Council property before 12.00 noon the following day.
13. The permit holder shall ensure that all doors and windows are securely fastened and lights extinguished when leaving the hall.
14. The use of the hall may be granted up to 36 hours prior to the time of hire for decorating purposes subject to other bookings during that period.
15. Repairing and/or replacing any damaged furniture, fixtures or fittings will be the responsibility of the permit holder. If any necessary repair or replacement is not undertaken within a reasonable time, Council may repair and/or replace and recover the costs from the permit holder.
16. Normal hire charges may be applied if a cancellation is not received at the Council office at least seven days prior to the reserved date.
17. This permit may be revoked by Council if the permit holder fails to comply with a condition of the permit and may be revoked in any other justifiable circumstance.
18. **This permit will not come into operation until proof of the appropriate insurance has been provided to the Council and a copy of this document, signed by the Council has been returned to you.**

## 6. BOOKING PROCEDURE

1. All bookings must be made through the Council or their agents. Telephone bookings will be accepted, however, unless a completed application form is returned within 7 days, the booking will not be considered firm.

2. All fees are payable at least 7 days prior to the required date, unless special arrangements have been made with the Council.
3. Keys can be obtained from the Council on the last working day prior to the required day of hire, and must be returned by 12 noon the next working day.
4. Cancellations with less than 48 hours notice will result in fees paid being forfeited.

**I acknowledge that I have read and understand the conditions of hire and agree to abide by the said conditions.**

**Signed for and on behalf of the applicant:**

Name \_\_\_\_\_ Date: \_\_\_\_\_  
 Position \_\_\_\_\_ Signature: \_\_\_\_\_

## 5. COUNCIL AUTHORISATION

COUNCIL USE ONLY			
Insurance	YES / NO	Booking	APPROVED / DENIED
Signed	_____	Date: _____	_____
Position	_____		

Booking Noted: <small>If Applicable</small>	_____	Where: _____	<input type="text" value="Initial"/>
Fees Paid: <small>If Applicable</small>	\$ _____	Date: _____	<input type="text" value="Initial"/>
Bond Paid: <small>If Applicable</small>	\$ _____	Date: _____	<input type="text" value="Initial"/>
Bond Refunded: <small>If Applicable</small>	\$ _____	Date: _____	<input type="text" value="Initial"/>
Collection of Keys: <small>If Applicable</small>	_____	Returned: _____	<input type="text" value="Initial"/>

**Action Required:**  
If Applicable

\_\_\_\_\_  
 \_\_\_\_\_