12 Week Ongoing Town Hall Booking

Event Management: Event Form 11

Barunga West Council

1. CONTACT DETAILS

Applicant's Name:
(Organisation) _____

Contact person: _____

Type of function: _____

Telephone No: _____

Address: _____

_____

Email: _____

Start Date: _____ End Date: _____

Date(s) required: _____

Time: From _____ am/pm To _____ am/pm

Estimated Number of Attendees: _____

Will you be serving refreshments/food_____ **YES / NO**

_____**Non-Alcoholic / Alcoholic**

If alcoholic beverages will be serves, please attach a copy of the corresponding Liquor Licence

$10,000,000 Public Liability Insurance _____**YES / NO**

(May not be required for private functions – please check if insurance is required)

2. FACILITY REQUIRED

Port Broughton Town Hall	**Bute Town Hall**
All Facilities	All Facilities
Main Hall	Main Hall
Main Hall / Kitchen	Main Hall / Kitchen

3. HIRE COSTS

Bond $_____ Hire Fees $_____ Total $_____

PO Box 3 Port Broughton SA 5522
Phone 08 8635 2107
barunga@barungawest.sa.gov.au
www.barungawest.sa.gov.au

4. BOND REFUND DETAILS

Contact Person: _____

Telephone No: _____

Mailing Address: _____

Direct Credit Details: ACC Name: _____

BSB: _____

ACC Number: _____

5. CONDITIONS OF HIRE

1. The Chief Executive Officer or an authorised officer has the Right to Refuse any application for the hiring of any Hall within the Barunga West Council and associated facilities.
2. For regular bookings for small businesses such as Dance Classes/Karate Classes etc. – bookings can be made up to 12 weeks in total in advance. Hire fee charged. Bond – payable for up to 12 weeks (max) of booking.
3. The hirer, in paying the prescribed fee, will be covered by a general public and products liability insurance policy, if they meet the criteria in Council's insurance cover. The hirer, if not covered by Council's insurance, shall take out and keep current during the period of the hire, a public and products liability insurance policy for a minimum sum of $10,000,000 insuring against all actions, costs, claims, damages or charges and expenses which may be brought or made or claimed against the hirer arising out of the hire of the premises. A **certificate of currency** shall be provided to Council.
4. The hirer agrees to indemnify and to keep indemnified the Council, it's servants and agents and each of 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 hiring of the premises.
5. It is the hirer's responsibility to ensure that the premises are suitable for the purpose that it is being hired for, including access and amenities.
6. Alcoholic beverages are not to be served in the Hall without the relevant liquor licence being obtained prior to the date of hire. No portable cooking apparatus is to be used within the hall or kitchen, other than for the purpose of reheating food.
7. All refreshment commodities, apart from the facilities listed in the kitchen inventory, must be provided by the hirer. The hirer will be responsible for any loss or breakage of inventory items.
8. All electrical lights and appliances must be switched off on vacating the Hall, and urns emptied and left inverted. A 10% surcharge will be added to hire fee if the Caretaker reports that lights and/or power were left on.

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9. The Council accepts no responsibility in any way for any property or equipment of the hirer or any persons attending any function in the Hall.
10. The Hirer will be responsible for any damage to the Town Hall building, furnishings or equipment which is attributed during the hire period.
11. Council requires a bond of to be paid prior to the use of the Hall.
    The bond is applied to additional cleaning and damages that may result from the hire of any portion of the Hall
12. Place of entertainment Act
    Hirers are personally responsible for the carrying out of the provisions of the Places of Public Entertainment Act 1913, as amended, and all regulations made under such Act, and must accept full responsibility for the safety of the public in the event of fire during the period covered by their engagement. At all times the exit doors must be unlocked and the aisles and passageways kept clear.
13. Hirers shall ensure that no noise is emitted, caused, or made that causes nuisance to any member of the public and in any case ensure that noise level does not exceed 83 decibels when measured at any place within the Town Hall complex.
14. **Cleaning**
    The Town Hall complex is to be left in a clean condition and all debris, decorations, empty bottles, food scraps etc, must be removed by the hirer immediately after the function. Bins for disposal of refuse and cleaning equipment are made available within the complex. Should the Hirer fail to comply with this condition the Chief Executive Officer may employ the necessary labour and recover the costs from the Hirer.
15. The "EXIT" lights must be turned on for all functions within the Hall.
16. Locking Up
    All outside doors and windows must be securely locked after every function. The Hirer concerned will be held responsible for any thefts or damage caused by unauthorised persons gaining access to the hall because it was not fully locked after a function.
17. No reduction or variation of charge will be made if all facilities available with any hiring are not used.
18. No reduction or variation of charges will be made if the hirer carries out any works or setting up or cleaning which are considered part of the Council's responsibility.

6. BOOKING PROCEDURE

1. All bookings must be made through the Council or their agents.
2. Telephone bookings will be accepted, however, unless a completed application form is returned within 7 days, the booking will not be considered firm.
3. All fees are payable at least 7 days prior to the required date, unless special arrangements have been made with the Council.

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4. 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.
5. Cancellations with less than 48 hours notice will result in fees paid being forfeited.
6. **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.**
   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: _____

7. COUNCIL AUTHORISATION

COUNCIL USE ONLY

Insurance **YES / NO** **Booking** **APPROVED / DENIED**

Signed _____ Date: _____

Position _____

Booking Noted:_____ ICS: _____ Initial
If Applicable

Fees Paid: $_____ Date: _____ Initial
If Applicable

Bond Paid: $_____ Date: _____ Initial
If Applicable

Bond Refunded: $_____ Date: _____ Initial
If Applicable

Collection of Keys: _____ Returned:_____ Initial
If Applicable

Action Required:
If Applicable

_____

_____

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