



## PORT BROUGHTON MEETING ROOM/ BUTE REST CENTRE

### 1. CONTACT DETAILS

Organisation Name .....  
Contact Person.....  
Postal Address.....  
Contact Phone..... Mobile.....

### 2. ROOM HIRE DETAILS

Day(s) & Date(s) Required .....  
Time(s) Required .....  
Number of Attendees .....  
Reason/Purpose for Hire .....

### 3. BOND REFUND DETAILS

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

### 4. CONDITIONS OF HIRE

1. The Chief Executive Officer or an authorised officer has the Right to Refuse any application for the hiring of The District Council of Barunga West Meeting Room and associated facilities.
2. 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.

3. The hirer 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 hiring of the premises.
4. 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.
5. Alcoholic beverages are not to be served in the meeting room.
6. No portable cooking apparatus is to be used within the meeting room 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. A 10% surcharge will be added to hire fee if the Caretaker reports that lights and/or power were left on.
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 meeting room.
10. The Hirer will be responsible for any damage to the meeting room building, furnishings or equipment which is attributed during the hire period.
11. Council requires a bond of \$200 to be paid prior to the use of the meeting room.

The bond is applied to additional cleaning and damages that may result from the hire of the meeting room.

12. No reduction or variation of charge will be made if all facilities available with any hiring are not used.
13. 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.

## **5. BOOKING PROCEDURE**

1. All bookings must be made through the Council. Telephone bookings will be accepted, however, unless a completed 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.

District Council of Barunga West – Event Management Procedures

**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: \_\_\_\_\_

**6. COUNCIL AUTHORISATION**

**COUNCIL USE ONLY**

Insurance	YES / NO	Booking	APPROVED / DENIED
Signed	_____	-- Date: _____	
Position	_____		

Booking Noted: \_\_\_\_\_ Where: \_\_\_\_\_  
*If Applicable*

Initial

Fees Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_  
*If Applicable*

Initial

Bond Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_  
*If Applicable*

Initial

Bond Refunded: \$ \_\_\_\_\_ Date: \_\_\_\_\_  
*If Applicable*

Initial

Collection of Keys: \_\_\_\_\_ Returned: \_\_\_\_\_  
*If Applicable*

Initial

**Supplementary Forms Completed:**  
*If Applicable*

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For further information relating to your booking, please contact:  
 District Council of Barunga West  
 Phone: 8635 2107  
 Fax: 8635 2596  
 Email: [barunga@barungawest.sa.gov.au](mailto:barunga@barungawest.sa.gov.au)

<b>Emergency Evacuation Procedure Port Broughton Office Meeting Room</b>  Procedure Number 4.6.8	<b>Version No:</b>	1
	<b>Issued:</b>	May 2013
	<b>Next Review:</b>	May 2015

It is the responsibility of the person/s hiring/occupying the Port Broughton Meeting Room to notify all persons under your control of this evacuation procedure should an emergency occur and an evacuation is required.

On being notified of or becoming aware of an emergency situation, council staff or visitors occupying the **Office Meeting Room** shall carryout the following:

1. Immediately stop what you are doing and leave the building by the safe **EMERGENCY EXITS** identified and illustrated on the **Emergency Evacuation Diagram**.
2. Stay calm, and proceed in a orderly manner, walk; don't run to the **Emergency Evacuation Point** situated in the **CFS Car Park** located to the north of the meeting room as illustrated on the Evacuation Map.
3. Follow all reasonable instructions given to you by either the person in charge of the group, or the person who is coordinating the evacuation process.
4. Remain at the evacuation point until a roll call has been conducted and you have been given direction from the personnel who are coordinating the evacuation process that you can leave the evacuation point.
5. When the emergency situation has been assessed, and it has been determined as safe do so, the person/s coordinating the evacuation shall conduct a search for anyone who is unaccounted for.
6. Staff or visitors shall not re - enter the building until they have been granted permission to do so by persons in charge of controlling the emergency.
7. Only after appropriate risk assessment has been performed of the building and it has been assessed and determined as safe will permission be granted to re-enter the building.