

## COUNCIL FACILITIES HIRE APPLICATION FORM

### Hirer Details

Name of Hirer or Organisation			
Contact Name			
Postal Address			
Phone Number		Email Address	

### Facility Details

Town Hall	<input type="checkbox"/> Coonalpyn (53 – 55 Poyntz Terrace, Coonalpyn)		<input type="checkbox"/> Moorlands (Mallee Highway, Moorlands)		<input type="checkbox"/> Tintinara (49 - 51 Becker Terrace, Tintinara)			
	<input type="checkbox"/> Tailem Bend Town Hall (95 Railway Terrace, Tailem Bend)		<input type="checkbox"/> Tailem Bend Function Centre (Murray Street, Tailem Bend)					
Council Office	<input type="checkbox"/> Civic Centre (95 – 101 Railway Terrace, Tailem Bend)		<input type="checkbox"/> Meningie Information Hub (49 Princes Highway, Meningie)		<input type="checkbox"/> Tintinara Customer Service Centre (37 Becker Terrace, Tintinara)			
	<i>Details: (ie. meeting room)</i>							
Other Facility	<i>Please insert details:</i>							
Date of Hire	DD	MM	YYYY	to	DD	MM	YYYY	inclusive
Occurrence	<input type="checkbox"/> One-off <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly							
Purpose of Hire						Approximate Attendees		
Does the hire/event entail the sale of food?	<input type="checkbox"/> Yes → please submit a <a href="#">Temporary Food Business Notification</a> form <input type="checkbox"/> No							
Insurance Requirements	The Hirer shall effect and maintain, at their cost, a public liability insurance policy to a minimum of twenty (20) million dollars (\$20,000,000) per claim, or such higher amount as Council may determine appropriate from time to time. Proof of currency must be submitted to Council with the hire application.							

## Hire Fee

### Waiver Classification/Eligibility

Groups/organisations may be eligible for a fee waiver in accordance with Council's [Fee Waiver \(Community Groups\) Policy](#)

Please select one (1) of the following options:

<input type="checkbox"/> COMMUNITY*, SPORTING or ADULT/COMMUNITY EDUCATION GROUP (based solely within Council district)	<input type="checkbox"/> STATE GOVERNMENT EDUCATIONAL INSTITUTION^ (based in or outside of Council district)	<b>FEE WAIVER GRANTED</b>  Go to Page 3, Section A
<input type="checkbox"/> CHARITABLE or NOT-FOR-PROFIT organisation (based in or outside of Council district)	<input type="checkbox"/> FINANCIAL INSTITUTION or UTILITIES/SERVICE PROVIDER providing community relief support following an emergency/natural disaster (based in or outside of Council district)	
<input type="checkbox"/> SOCIAL, HEALTH or WELLBEING group (based in or outside of Council district)		
<input type="checkbox"/> CULTURAL or PERFORMING ARTS organisation (based in or outside of Council district)		
<input type="checkbox"/> STATE or FEDERAL GOVERNMENT DEPARTMENT that is not education related	<input type="checkbox"/> SOLE TRADER or ORGANISATION (including community hub/centre staging an education/information session with a tuition/entrance charge to patrons)	<b>FEE WAIVER NOT GRANTED</b>  Go to Page 3, Section B
<input type="checkbox"/> INDEPENDENT EDUCATIONAL INSTITUTION		
<input type="checkbox"/> PRIVATE hirer		Council staff will contact you on receipt of application
<input type="checkbox"/> OTHER CLASSIFICATION not listed above		

\* includes progress associations, service clubs (ie. Rotary/Lions) and other incorporated/unincorporated associations

^ early learning centre, kindergarten or school

## Hire Free (cont.)

- Hire fees are payable at the time of submitting this application form, along with payment of deposit. However, under certain circumstances, hire fees can be invoiced on request. Deposits can not be invoiced.
- Deposits must be paid in full prior to the initial date of the booking (this also applies to bookings eligible for a fee-waiver).
- Tailem Bend Town Hall only: sound & lighting system available for separate hire through Tailem Bend Rotary Club (please call 0419 856 744).

	Item to be hired	Cost
<b>SECTION A</b> Fee waiver applied		0.00
		0.00
		0.00
		0.00
		0.00
	Cleaning/damages deposit*	200.00
	Key deposit*	50.00
	<b>TOTAL</b>	<b>\$250.00</b>
	Item to be hired	Cost (refer to <a href="#">Council's Fees &amp; Charges Schedule</a> )
<b>SECTION B</b> Fee waiver not granted		
	Cleaning/damages deposit*	200.00
	Key deposit*	50.00
	<b>TOTAL</b>	<b>\$</b>

\* Deposits are only eligible for refund once the Hirer has returned the key with a completed 'Pre and Post Event' checklist and upon successful inspection by Council staff. Failure to return or falsification of the completed checklist may result in loss of the cleaning/damages deposit.

## Payment Details

I wish to pay by	<input type="checkbox"/> Invoice <input type="checkbox"/> Cheque enclosed <input type="checkbox"/> Phone (Council staff will contact hirer upon processing) <input type="checkbox"/> In person at nearest Council office			
Deposit refund options	For more efficient processing and delivery of your refund, please nominate a bank account for Council to process the refund into:			
	BSB Number		Account Number	
	Account Name			
	For a refund to a credit card number, please contact Council on 1300 785 277.			
Office use only	Receipt number		Date	

## Declaration

Please ensure you have:

- ☐ Completed application form
- ☐ Read the Terms & Conditions (see pages 5 – 7)
- ☐ Attached a copy of insurance documentation (see page 1)
- ☐ Selected appropriate payment method

I, \_\_\_\_\_ hereby agree to abide by the conditions of hire as stated.

I understand that failure to comply with any of the conditions may result in the entire loss of the bond, or part thereof.

Signature		Date	
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## Submission



Email to:  
council@coorong.sa.gov.au



Post to:  
PO Box 399  
TAILEM BEND SA 5260



In person:  
At your nearest  
Council office

## Office Use Only

Signature of processing officer		Date	
Position		Notes (if any)	

## CONDITIONS OF HIRE

All halls and the Tailem Bend Function Centre facilities are for the benefit of the community.

We want to ensure that they are all kept in excellent order for all to appreciate.

- The facilities are the property of the Coorong District Council.
- All users of these facilities must respect the facilities and hire them under the proviso that all facilities are looked after.
- An inspection of the facility may be undertaken with the Hirer after the function.
- It is the responsibility of the Hirer to notify Council *PRIOR* to the event of any pre-existing damage/cleanliness issues.
- If any items or facility is damaged it must be reported to the Council and the deposit may be forfeited for damage caused during the hiring of the facilities.
- Council has the right to deny the opportunity for Hirers if they deem the hirers not appropriate to the use of the facility.

### **GENERAL**

1. Council expressly reserves the right in its absolute discretion to refuse to accept any hire or to cancel any hire already made and Council shall not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right.
2. Keys issued to the Hirer and completed Pre and Post Checklists must be returned to Council on the next working day. If **keys** are lost or not returned, a charge will apply. Where applicable, this charge will be deducted from the bond.
3. Hiring of any part of a facility is on the understanding that some or other part of the facility may be simultaneously hired by another group. Please note that Coorong District Council staff may require access to the venue during business hours.
4. At any function, the Hirer shall promptly comply with any directions given by Council's authorised officer in connection with table and/or seating arrangements, and the storage, preparation and serving of foodstuffs, or any form of liquid refreshments.
5. The Hirer shall be responsible for the payment of fees to **emergency services** and any costs to Council for attendances as a result of the Hirer or the Hirer's guests or visitors setting off any **alarm** accidentally or negligently, or for any after hours call outs as a result of the Hirer's negligence.
6. On completion of the hire, all doors are to be locked and lights, fans and air conditioning turned off, together with the other requirements of the post event checklist.

### **FEES AND CHARGES**

7. The hire fee includes, where provided, the use of furniture, fittings and the public address system. Additional fees are payable for the use of kitchen facilities, function centre and additional sound and/or lighting systems (if required). Kitchen facilities do not include cooking equipment such as pots, pans and cooking utensils.
8. Payment for the hire, including a **bond** where applicable, must be made at the point of booking, to Council. The bond shall only be refunded if the conditions of hire are met to the satisfaction of Council.
9. Council reserves the right to charge a fee for electricity used. This fee will be determined and based upon assessed usage of electricity during the period of hire.

## **CANCELLATION POLICY**

10. At the discretion of Council, If less than seven (7) days notice is given for cancellation of a booking the hiring charge may not be refunded. If between 7 and 14 days notice is provided, 50% of hiring charge may be refunded. If notice of greater than 14 days notice is provided, the hiring charge may be refunded in full, less a \$50 administrative charge.

## **INSURANCE, LICENSING AND OTHER REQUIREMENTS**

11. Council may, at its discretion, cover the hire under its own public liability insurance policy for casual Hirers, where in Council's opinion the event is of a low risk nature. This does not cover sporting associations or registered bodies (i.e. associations or bodies that are a legal entity). The Hirer shall effect and maintain at their cost, a **public liability insurance** policy to a minimum of ten million dollars (\$20,000,000) per claim or such higher amount as Council may determine appropriate from time to time. Proof of currency shall be submitted to Council with the hiring request.
12. The Hirer agrees to indemnify Council against all loss or damage which may occur to the Hirer's goods, equipment or its displays during the time that such goods, equipment or displays are lodged in the hired facility or anywhere upon Council property.
13. The Hirer shall accept full responsibility for the safety of all persons associated with the function, including organisers, participants and guests. This responsibility shall extend to non-associated persons who pass through the area during the period of hire.
14. The Hirer shall be responsible for the cost of making good any damage caused to the buildings, furniture, fittings or equipment arising out of and in the course of their hire, reasonable wear and tear alone excepted.
15. The sale of alcohol, without a liquor license, is prohibited on Council property. **Limited Liquor Licence** applications can be obtained from Police Stations. Applications must be approved by the Liquor Licensing Commission in conjunction with Council.
16. Any safety concerns shall be immediately reported to Council. Other potential hazards, shall be removed from the area by the Hirer.
17. Hirers must still seek permission for, and comply with any legislated requirement pertaining to any other activity which has not been specifically addressed in this document. Other agencies from which permission may need to be obtained include, but are not limited to:
  - Environmental Protection Authority
  - Country Fire Service
  - SA Ambulance Service
  - SA Police
  - Coorong District Council (for activities not covered by this permit, ie. selling of food stuffs)
  - Neighbouring properties
  - Liquor Licensing Commission
18. Where **amplified sound** is required for an event, the Hirer shall ensure compliance with the current Noise Control Act. Noise from the facility shall not be audible within any habitable room between the hours of 12:00 midnight and 8.00am.
19. Where applicable, the Hirer is responsible for advising the Police of the event and making all arrangements in regard to **traffic and crowd control**.

## **CLEANLINESS**

21. The Hirer must leave the facility in a clean condition and all goods, properties, decorations or materials brought in by the Hirer or any person on the Hirer's behalf must be removed before the expiration of the hiring. The Hirer shall be responsible for the removal of all rubbish from the facility. The Hirer must also sanitise all touch points. Council reserves the right to charge for any costs incurred for cleaning and/or the collection and disposal of waste associated with the conduct of a booked event.

22. The venue is checked & cleaned on a regular basis by a Council appointed responsible person. The Hirer shall notify Council of any specific cleaning needs that it requires at least 7 days prior to an event. In this instance, additional charges may be incurred.
23. If desired, the Hirer may wish to inspect the cleanliness of the venue prior to an event. This inspection must be undertaken during normal office hours.
24. The Hirer accepts full responsibility for cleaning the venue following an event. An inspection of the venue will be conducted by a Council appointed responsible person after any event. Damage to the hall facilities and/or insufficient cleanliness of the venue may result in the loss of the Hirer's bond payment.

#### **PROHIBITED ACTIONS AND ACTIVITIES**

25. The Hirer shall not display or distribute material which is of a defamatory nature.
26. No activities of a potentially offensive nature shall be undertaken for publicly accessible functions.
27. **Smoking** is not permitted in any area of the buildings or near entrances.
28. **Confetti**, rice and similar throw-away materials are not permitted inside buildings or near entrances
29. **Fireworks** are not permitted during any hire of Council facilities.
30. Connection or interference with the electrical installation, public address, sound system, stage fittings or other properties is not allowed without the permission of Council.
31. No electrical equipment or instruments are to be used unless approval has been granted from the Council. Any electrical equipment must have a current 'tag & test' attached.
32. **Nails, screws or any other fastenings** (*including* sticky tape and Blu-Tac) must not be driven into or attached in any way to walls, floors, furniture or fittings, and the hanging of streamers, flags, bunting or other decorations or the erection or placing of any structures is not allowed unless with the prior permission of Council.