



Hall Booking Details

Regular Hirer

Name of Organisation: _____

Name of Contact Person: _____

Address: _____
(Unit/House No) (Street) (Suburb and Postcode)

Telephone: _____ *(Home)* _____ *(Work)*

Hall/Community Centre: _____

Booking Details

Dates of Hire: *Please circle the required dates on the enclosed calendar provided*

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

Day/s of Hire: _____

Frequency of Hire: Please tick one of the following options:

- Daily Weekly Monthly

Mailing address for Correspondence/Invoices

Name: _____

Address: _____
(Unit/House No) (Street) (Suburb and Postcode)

Telephone: _____ *(Home)* _____ *(Work)*

Frequency of Invoicing

Please tick one of the following invoicing options:

- N/A Monthly Quarterly Half yearly Yearly

Use of Hall

Please tick one or more of the following activities for which your Organisation uses a Council Facility:

- Social gathering Art/Craft
 Meetings Theatre
 Sporting activity *(please specify activity):* _____
 Other *(please specify activity):* _____

Keys & Access Cards to Council Facilities

Please list the key number and quantity of keys issued to your Organisation. **Note: The key number is engraved on the key.**

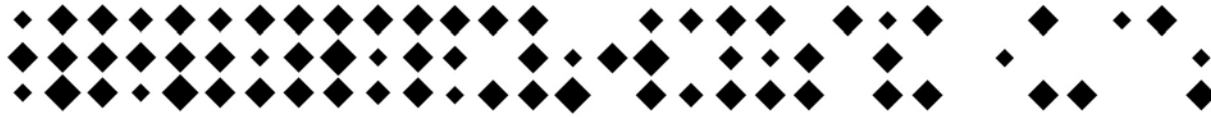
<i>Key/Codes/Access Card Number</i>	<i>Quantity</i>	<i>Key/Codes/Access Card - Name & phone number</i>
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

I acknowledge having received, read and understood the Conditions of Hire, for the premises and associated facilities (indicated above) and agree to abide by these conditions.

I/We the hirer have ensured that the persons in the club/group/organisation understand these conditions.

Name: _____ **Position:** _____

Signature: _____ **Date:** ____/____/____



Conditions of Hire for Regular Hall Users

Council owns and maintains several halls and community centres which are available for hire to approved individuals or groups. Most of these are also used on a regular basis by community groups and by Senior Citizens which, in some cases, have areas for their exclusive use and share the main hall.

Enquiries and Bookings

Please contact our office at **72 Woodville Road, Woodville, or phone 8408 1111.**

Prices and Invoicing

All prices are reviewed annually and are subject to variation. Bookings are based on the financial year period.

Hirer's will be required to pay the applicable charges for the use of a Council Facility upon receipt of an invoice.

Insurance

Whilst hiring premises the hirer owes a general duty of care to persons who come onto hired premises.

The hirer agrees to indemnify and 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 hire.

The hirer shall take out and keep current a public risk insurance policy in the name of the hirer insuring the hirer for the minimum sum of twenty million dollars (\$20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the hirer in relation to the activity.

It is the responsibility of the hirer to provide a copy of the current policy of insurance to the Council. Such a policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the hirer.

Sub-Letting

Sub-letting of the facility or any part thereof is prohibited.

Cancellations/Change of Sessions

Cancellation of bookings must be made in writing not less than 2 weeks prior otherwise the hirer will be charged for the booking. Requests for changes to the supplied dates and times must be made in writing to the Booking Officer who will advise if the change can be accommodated.

Cleaning and Security

It is the responsibility of the hirer to ensure that the hall is left clean and secure after the function and that all appliances (except the refrigerator) are turned off. This includes stacking chairs and tables, removing rubbish (including food scraps and bottles) and placing in bins provided, sweeping and mopping the floor, removing decorations and ensuring that the doors and windows are securely locked before vacating the premises. These duties are required to be carried out in the main hall, kitchen and toilets. If the facility is not left clean and secure, additional charges may be levied against the hirer.

No ladders are to be stored or left at the hall.

Advertising

No advertising is permitted on or in any part of the building without prior arrangement.

Liquor Permit

In accordance with the provisions of the Licensing Act, 1985 a Limited License must be obtained for the supply of liquor at a function where either:

- the cost of the liquor is to be recouped by imposing an admission charge/cover charge on those attending the function, or
- liquor is to be sold on the premises.

Applications are available from the Licensed Premises Division at 50 Grenfell Street, Adelaide and a completed copy of this application must be lodged with Council at least 4 weeks prior to the booking.

Council will then assess the application and the hirer and the Licensed Premises Division shall be notified in writing. The Licensed Premises Division is then responsible for granting the relevant license approval. A copy of this licence must be lodged with the City of Charles Sturt no later than 7 days prior to the function.

The hirer must take the license to the function.

Decorations/Setting Up

Adhesive tape must not be used on the walls. Decorations must be removed before vacating the premises. The hirer will be responsible for any damage caused to the facility as a result of affixing decorations.

What You Need To Provide

- Tea towels and cloths
- Crockery, cutlery and glasses
- All consumable materials including dish detergent etc.)
- Napery/linen
- Torch for evacuation procedures

Note: A broom and cleaning equipment will be available. No equipment is to be removed from the facility. Crockery is not for hire. Seating and tables to be set out and cleared, subject to the direction of the Facility Manager.

Barbecues

No food is to be cooked on a barbecue or any kind of open cooking device either inside or outside of the building, including the landscaped areas with prior approval from Council.

The consumption of food or beverages and the provision and playing of music or entertainment shall be restricted to inside the building.

Places of Public Entertainment Act

The Places of Public Entertainment Act states that all entranceways and exits of the halls must be kept alight at all times. The Act also states that, where there is a charge for admission to any entertainment, there shall be tickets provided and numbered consecutively with the appropriate records of sale maintained.

Smoking

Smoking is not permitted in any Council building. This is in accordance with Council's Occupational Health and Safety Policy. Fire extinguishers are only provided for use in emergency situations only.

Noise

The volume of music must be controlled in the interests of the nearby residents and must cease no later than 12.30am in the case of an evening booking. The volume of music played shall be no greater than that which would conform to the provisions of the Noise Control Act.

Termination of Use of Council Facilities

Council reserves the right to terminate the hirer's use of a Council Facility. In this instance Council will endeavour to provide the hirer with 3 months notice. If any of the Conditions of Hire are breached Council may terminate the hirer's use of the facility.