

The Council of the
SHIRE OF BREWARRINA



APPLICATION TO HIRE BREWARRINA SHIRE COUNCILS' FACILITY

Important: Please ensure that you have read and agree to the Terms & Conditions of Hire before submitting your application.

Name of Applicant: _____

We are: (please tick appropriate box)

<input type="checkbox"/> A Non-Profit Organisation (evidence required)	<input type="checkbox"/> Commercial / For Profit
<input type="checkbox"/> Community Services/Youth Group/ School	<input type="checkbox"/> Private Individual

Contact Person 1: (Person assuming responsibility – must be over 18 years)

First Name:		Surname:	
Phone:	Mobile:	Fax:	
Postal Address:			
Email Address:			
Photo Identification: D/Lic No			

Contact Person 2: (must be over 18 years)

First Name:	Surname:	Phone/Mobile:
-------------	----------	---------------

Number of Bookings on this form:

- One casual booking 12 or fewer bookings each year Regular Bookings

Facility requested:

- Visitor Information Centre- **Hall Room** **(up to 80 people)**
- Visitor Information Centre- **Art Room** **(up to 20 people)**
- Visitor Information Centre- **Outdoor/ Decking area** **(up to 150 people)**
- Community Centre **(up to 200 people)**
- Resource Room **(up to 20 people)**
- Senior Citizens Room **(up to 30 people)**
- Table set up required? Please circle:** U-shape, Round Table, Classroom, Theatre (no tables)
- Other requirements? Please circle:** Whiteboard, Overhead Projector, Flip Charts, Catering
- Ovals and Parks hire? Please Circle:** Geoff New Oval, Memorial Park, Racecourse, Goodooga Oval
- Other

Date	Start Time	Finish Time	No. People	Purpose for Hire
Eg: 1-1-2012	8-00am	3-00pm	50	Private function / Gala Day / funeral etc

Is alcohol being served? (please complete Permit to Consume Alcohol Form) Yes No

Public Liability Insurance:

- A copy of our Public Liability Insurance Policy/Certificate of Currency is attached.
(A copy of this policy must be provided before bookings will be approved.)

INDEMNITY	<p>The Hirer AGREES to possess Public Liability Insurance and act in good faith to indemnify the Brewarrina Shire Council against any liability or loss arising from any damage to facilities the subject of the application ('the facility'), or any loss or damage to anything in or within the Facility, or injury to any person, which occurs as a result of the Hirer's use or occupation of the Facility or anything associated with such use or occupation, whether negligent or otherwise.</p> <p>I agree that the information declared above is true and correct and I have read and understand that my rights are limited by this disclaimer.</p> <p>Signature: _____ Date: / /</p>
TERMS AND CONDITIONS OF HIRE	<p>It is in your best interest to obtain insurance cover in respect of the activity you propose to carry out on the Council's premises. If you do not have access to insurance cover then you should seek advice regarding the indemnity you are giving in favour of Council before proceeding with your application to hire the premises.</p> <p>I acknowledge that I have read and understood this form Council's Rules and Conditions applying to the Use of Facilities, a copy of which has been supplied to me, and agree to be bound by them.</p> <p>I am aware that Council's Facilities may be monitored by closed circuit TV for security purposes.</p> <p>I agree to indemnify and keep indemnified the Council from and against all actions, claims, and demands of every kind resulting from personal injury, loss or damage to property occurring during the course of the subject event and I acknowledge that the council shall be under no responsibility or liability for any personal injury or damage to property occurring during the course of the hiring.</p> <p>I have read and understood the conditions of hire:</p> <p>Signature: _____ Date: / /</p> <p>Applicants Name: (BLOCK LETTERS)</p>

Terms and conditions for the Hire of Brewarrina Shire Facilities

1. All functions are to finish by your booked time and cleaned and vacated (including equipment) within the agreed time, unless otherwise arranged. If the facility requires extra cleaning, this will be carried out by Shire contractors at the hirer's expense.
2. Following the booking all lights and electrical appliances are to be switched off, exit doors and internal doors locked and windows secured and alarms set. Failure to set the alarm which results in a call out from the Security monitoring company will result in a charge to be debited from the deposit.
3. The facility shall be left in a clean and tidy condition with:
 - Tables and chairs cleaned and stacked away.
 - Cutlery and Crockery where applicable washed, dried and replaced. (Cleaning products not supplied)
 - The floor swept and mopped with the equipment provided. (Cleaning products not supplied).
 - All rubbish being placed in the wheelie bins provided.
4. All costs for losses, damage or extra cleaning required inside and/or outside of the hall will be deducted from the bond or met by the hirer. Any unpaid amendments to bookings will also be deducted from the bond or met by the hirer.
5. Any damage is to be reported to the Shire on the next working day so that repairs can be carried out. Any unreported damage will also be charged to the hirer.
6. It is the responsibility of the hirer to ensure that no person behaves in a disorderly manner or causes a nuisance or annoyance. The hirer must ensure order of guests and that decent behaviour is maintained both inside and outside the hall (e.g. in car park and surrounding areas) before, during and after the function. If police are called to maintain order or disperse a disorderly crowd, the bond may be forfeited.
7. The Shire has a **NO SMOKING POLICY** which applies to all Shire buildings.
8. No signage or decorations may be displayed in the facility without prior permission from the Brewarrina Shire Council.
9. We reserve the right to insist on security/crowd control at a ratio of 1:40 guests be provided by the hirer and to impose a limit on the number of people attending a function.
10. Each building is equipped with a limited number of tables and chairs. Any additional equipment required is to be provided at the hirer's expense. Please note: cutlery or crockery is available at fees as per our Fees and Charges Schedule.
11. Cancellations of Permanent Bookings and booking of additional dates must be received in writing two weeks in advance. Casual Bookings cancelled within 14 days of the booking, may result in retention of up to 50% of the bond as a cancellation fee. Casual bookings cancelled less than 24 hours prior to the booking may result in retention of 100% of the bond as a cancellation fee.
12. We would appreciate you contacting us with any problems or comments you may have in regard to the hire of the hall.
13. Council does not provide security for functions in our facilities.
14. The use of candles or smoke devices within Shire facilities is not permitted as they will cause the fire alarm to activate.

PRIVATE PARTIES

For functions being held by private individuals the following additional conditions apply:

15. Bookings forms must be received at least 4 weeks in advance and are required to be approved by the Director, Corporate and Community Services.
16. Hiring of a licensed security firm at a ratio of 1:40 guests. Proof of this will be required in writing from the security company.
17. Functions with alcohol must finish and left premises by 12 midnight.
18. Bookings may be declined at the discretion of the Director Corporate and Community Services.

PRIVACY STATEMENT

If you are applying for consent as an individual, you may be providing Council with personal information (such as your name and address) within the meaning of the *Privacy and Personal Information Protection Act 1998*.

You are obliged by law to provide your name and address. If you do not provide the personal information requested Council may be unable to process your application.

Council is collecting this personal information from you in order to identify you and process your application.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from being made publicly available. Council will consider any such application in accordance with the relevant legislation.

Enquiries concerning this matter can be addressed to the Administration Coordinator.

IMPORTANT - Please ensure you have signed both sections marked:

- **Indemnity**
- **Conditions of Hire**

Failure to do so will delay the processing of your application.

OFFICE USE ONLY

- | | | |
|---|------------------------------|-----------------------------|
| ▪ Application form completed | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ▪ Public Liability Insurance provided (copy attached) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ▪ Indemnity / Terms and Conditions of Hire explained | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ▪ Indemnity /Terms and Conditions of Hire signed | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ▪ Copy of Liquor Permit or Statutory Declaration (copy attached-if applicable) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ▪ Keys issued and or Swipe Card and recorded in register | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ▪ Bond and Facility Fee Paid | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ○ If NO, invoice to customer to be completed by Finance | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ▪ Copy of Application given to relevant department | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ▪ Application given to Finance for refund of Bond (after final inspection) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

OFFICE USE ONLY

Initial Hire Booking: Completed by: Name : _____ Signature _____		
Hire Fees \$	Catering Cost : \$	Receipt Number
Security /Cleaning Deposit: \$	Deposit Receipt Number:	Initial Facility Checklist Inspection completed: / / Final Facility Checklist Inspection completed: / /
Hire Completion Process:		
Security/cleaning fees refunded: / / Finance to sign after refunding bond. _____	Via: Cheque Yes <input type="checkbox"/> No <input type="checkbox"/> By mail to: _____ _____	Via: EFT Refund: Yes <input type="checkbox"/> No <input type="checkbox"/> BSB: _____ Account: _____ Name: _____
Internal charging: Hire Fees – amount calculated _____	Charged to GL account for: _____	Completed by Finance: _____