**1. Name of Facility:**

**2. Areas required** *(please tick)***:**

 **Main Hall YES 🞎 NO 🞎**

 **Supper Room YES 🞎 NO 🞎**

 **Meeting Room YES 🞎 NO 🞎**

 **Kitchen YES 🞎 NO 🞎**

 **Bar YES 🞎 NO 🞎**

 **Oval / Sports Field YES 🞎 NO 🞎**

 **Tennis Courts YES 🞎 NO 🞎**

 **Netball Courts YES 🞎 NO 🞎**

 **Lights – Oval/Courts YES 🞎 NO 🞎**

 **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Purpose of Booking (please give details):**

**4. Cost for Hire of the facility:**

 **Hire Facility Cost $...................**

 **Casual Hires Public Liability Insurance Cost Option (if required) $....................**

 **TOTAL COST OF HIRE OF FACILITY $....................**

 **Hire Bond Amount (if required) $....................**

 **Key Bond Amount (if required) $....................**

**The above hire costs must be paid in full by no later than ………/………/20…..**

**Hirer Details**

**6. Name of Hiring Organisation/Person:**

**7. Person Responsible for Booking:** \_\_\_

(Minimum age 18 years)

**8. Postal Address for Correspondence:**

 Post Code:

**9. Contact Details:**

 Home Phone: Business Phone:

 Mobile Phone: Facsimile (If available):

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10. Hirer’s photo identification attached? YES 🞎 NO 🞎**

Eg – drivers licence

**11. Is your organisation or group not for profit? YES 🞎 NO 🞎**

**12. Does your organisation or group have Public Liability Insurance YES 🞎 NO 🞎**

 **of at least $20 million?**

 **If “YES”, please attach copy Certificate of Currency. Is this attached? YES 🞎 NO 🞎**

**If “NO”, would you like to use Greater Shepparton City Councils**

**Hirers Public Liability Insurance for the duration of your hire YES 🞎 NO 🞎**

**of the facility?**

**If `YES’, please refer to this Agreements *Terms and Conditions* to confirm eligibility**.

**13. Dates and Times Required:**

Total Number of

Participants Expected

Date/s of Use:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booking Commencement Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booking Finish Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**14. Are the following goods or services to be sold or consumed, if so please provide details (Please tick):**

1. **Food or Drink - Selling 🞎 (see below) Free of charge 🞎 Not applicable 🞎**

 *If* ***selling******food*** *please contact Greater Shepparton City Council’s Environmental Health Department to confirm whether a registration is required on 5832 9731.*

1. **Alcohol YES 🞎 NO 🞎**

If alcohol is going to be sold, stored, consumed or supplied please contact the *Victorian Commission for Gambling and Liquor Regulation ph: 1300 182 457* to confirm whether a Liquor Licence is required. Please refer to information sheet attached. A copy of the appropriate Liquor Licence must be attached to this Agreement or forwarded to the Committee of Management prior to any use of the facility for this booking.

If Yes, is a copy of the appropriate Liquor Licence attached? **YES** 🞎 **NO** 🞎

If No, by what date will a copy of the Liquor Licence be provided ……/……./20…….

NB – this must be at least 24 hours prior to the booking date

**15. Is a temporary structure to be erected at the facility? YES 🞎 NO 🞎**

 (ie. Marquee or similar structure)

If “Yes” please attach details including size, type and a sketched

plan of proposed placement – is this information attached? **YES 🞎 N/A 🞎**

|  |
| --- |
| ***I, ..........................................................., the undersigned agree to ensure that all individuals, members and groups using the facility as a result of this booking will comply with the attached Terms and Conditions pursuant to this Agreement and instructions of the Committee of Management. In addition, I confirm that all rules and regulations in regards to Liquor Licences laws and food security will be adhered too.*** |
| ***Signed:*** |
| ***…………………………………………………………………………..…………………………*** |
| ***Date: .........../.........../...........*** |

|  |  |
| --- | --- |
| Please return form to: | **XXX Committee of Management** **Address 1 Telephone: (03) ???? ????****Address 2** |

##### Privacy Statement

The personal information contained in this document is collected to provide contact information for organisations or individuals, wishing to book a Council facility. This information may be disclosed to other areas of Council or third parties should contact be necessary regarding an issue with the facility or booking, and in accordance the *Information Privacy Act 2000*.

**Section 86 Committees of Management**

**Casual Hire - Agreement Terms and Conditions of Use**

**Bookings**

The Hirer must be over 18 years of age to book the facility and have read and understood these Terms and Conditions.

The booking form / hire agreement must state precisely the type of activity to take place as part of hire and Hirers must adhere strictly to the hiring hours.

Bookings should be made a minimum of 10 days prior to any event taking place. Booking requests received less than 10 days prior to any event taking place will be considered at the discretion of the Committee of Management.

**Sub-Letting/Hiring Out**

The allocated use of the facility described in this Agreement does not permit Hirers to allow use of the facility by any other party. All enquiries and facility use must be referred to the Committee of Management. All facility use must be reflected a separate hire agreement with the Committee of Management.

**Identification**

A copy of the hirers Drivers Licence or similar photo identification must be attached to booking form / hire agreement.

**Public Liability Insurance**

**All hirers must carry a minimum of $20 million in public liability insurance**.

Hirers who may be classified as a registered club, entity, business or organisation are expected to hold their own insurance policy to cover the activity to which the hire relates. A copy Certificate of Currency must be provided to the Committee of Management prior to hiring the facility as evidence of this insurance.

Hirers who do not hold their own public liability insurance may be eligible to utilise Greater Shepparton City Council’s Public Liability Insurance (Community Liability Pack). Hirers wishing to use this insurance must read and understand the attached Community Liability Pack information sheet. Please note the following if the hirer is considering using Greater Shepparton City Council’s casual hirer’s public liability insurance

* All casual, ad-hoc and regular hirers may be covered provided hire occurs no more than 52 times a year (per hire).
* The hire activity is limited to a maximum period of five consecutive days.
* Cover is only able to be offered to those where a current Hire Agreement is in place.
* This cover is only available to uninsured hirers.
* Indemnity is only provided to the hirer of the facility. Indemnity is not provided for any other participants/performers/contractors that may be involved in the hire activity eg: a band engaged to perform at a wedding reception. It is responsibility of the hirer to ensure that these other parties have in place their own public liability insurance.
* Hires which involve attendance of more than 1,000 people are not covered. The hirer must source additional insurance for these events.
* Council’s public liability insurance cannot be used for hires relating to festivals, sporting type activities, rock concerts, performances or hirers involving profit making activity where an admission fee is charged.
* This cover is not available to commercial entities that hire the facility and charge admission or derive monetary gain from the actual hire activity. Commercial entities may be covered for hire activities where there is no monetary gain derived from the hire.
* This cover is available for Not for Profit entities who may charge a fee for fund raising purposes.

Please contact Greater Shepparton City Council if you have any questions regarding the use of Council’s Public Liability/Community Liability Pack Insurance.

**Noise**

Hirers must ensure that use of the facility and surrounds does not cause annoyance to the surrounding neighbourhood by emission of noise.

Vehicles should not obstruct access to driveways or restrict parking in the street.

All music and noise levels must be kept to an acceptable level. Music must cease at 12 midnight.

**Hire Fees & Bond**

Hire fees and bond payments must be made at least 10 days prior to the booking date.

A hire bond will be paid to the Committee of Management prior to any function if requested. An inspection will be conducted after the function by the Committee of Management and the bond returned by cheque within 21 days dependant on you having met the Terms and Conditions of hire.

A key bond may also be charged at the discretion of the Committee of Management. This will be refunded upon return of the key to the bookings officer.

Please note that fees and charges are subject to change and you will be notified of any changes to the hire fees.

**Damage or Injury**

The hirer is responsible for the full replacement cost of any damages or breakages to the facility, its fittings and contents, and the surrounding grounds or any additional cleaning that is required. These costs will be deducted from the bond.

The hirer must immediately notify the Committee of Management of any such damages, breakages or injury. The hirer must assist the Committee of Management in completing an Incident Report if deemed necessary by the Committee.

The hirer must advise if the fire extinguishers have been used in anyway. If fire equipment is used in an irresponsible manner, the cost of inspection and replenishing will be deducted from the bond.

**Cleaning of Facilities**

The facility must be left clean and ready for the next user. This includes:

* Sweeping and mopping the floor, including toilets and kitchen
* Wiping down all benches, tables, chairs and fridge
* Cleaning stove tops, ovens, microwaves and any equipment that was used
* No food or drink associated with the hire should be left on the premises, including the refrigerator
* All rubbish to be placed in rubbish bins provided
* Tables and chairs safely stacked and returned to the proper storeroom or where directed by the Committee of Management
* The outside area, including the car park, must be free of litter

**Key Distribution**

Keys and instructions for use must be collected from the Committee of Management. Keys will only be issued if hirer has returned the signed Hire Agreement.

A key bond may be charged at the discretion of the Committee of Management. This will be refunded upon return of the key to the bookings officer.

**Personal Property/Storage**

All goods brought in by the hirer must be removed from the premises no later than the time specified on the hire agreement, unless prior arrangement has been made with the Committee of Management. Please note all hirers are responsible for the care and control of their own property/personal effects as loss or damage to such items is *not* covered by Greater Shepparton City Council’s insurance policy.

**Decorations**

Decorations are welcome at the facility however they must all be removed at the conclusion of the function and must not damage that facility. Streamers and balloons must not be hung from ceiling fans (if present) and all adhesive materials removed without damaging the facility.

**Smoking**

Smoking at Council premises is not permitted in accordance with The Tobacco Act 1987. For further information please contact Council’s Health Department on 5832 9700.

**General**

The Greater Shepparton City Council reserves the right to vary any of the conditions, impose additional conditions or withdraw permission to hirer, if deemed necessary, at any time.

In situations where there is repeated unauthorised usage of Council facilities, the offending organisation or person will be deemed to be trespassing on Council property and appropriate action taken. In these circumstances the organisation or person will be charged at a casual rate for all unauthorised use.

**Liquor Licences**

Hirers who intend to sell, store, supply or allow the consumption of alcohol must ensure that they do so under any required Liquor Licence in accordance with the Liquor Reform Act 1998. See attached information sheet.

A copy of the appropriate Liquor Licence must be provided by the hirer to the Committee of Management prior to the hire commencing. Failure to do so may result in a breach of law, with serious consequences for Committee members, Council and the user group.

**Under no circumstances will a function proceed without a copy of any relevant Liquor Licence being forwarded to the Committee of Management prior to the event.**

The Committee of Management and/or Council have the power to close down any event at a Council facility where the Liquor Licensing Laws have not been met, with no refund of any payments made.

Hirers are encouraged to contact the Victorian Commission for Gambling and Liquor Regulation to clarify if a Liquor Licence is required for their function:

Victorian Commission for Gambling and Liquor Regulation

Phone: 1300 182 457

*Email:* *contact@vcglr.vic.gov.au*

*Web:* [*www.vcglr.vic.gov.au*](http://www.vcglr.vic.gov.au)*.*









