



COUNCIL HALLS, BUILDINGS & GROUNDS INFORMATION SHEET FOR HIRERS

The following local halls and grounds are owned by Flinders Council and available for use and hire:

- Flinders Arts and Entertainment Centre (FAEC)
9 Patrick Street, Whitemark
- Showgrounds
Palana Road, Whitemark
- Furneaux (Emita Hall) Sports and Recreation Ground
1 Melrose Road, Emita
- Lady Barron Hall
Main Street, Lady Barron

1. Please ensure that application forms are completed and returned to Council at least 14 days prior to the event. Once we have received your booking, it will be confirmed.
2. All hire fees and/or bonds will need to be paid prior to the booking date and collection of keys unless otherwise arranged.
3. A **bond** is payable by all hirers of halls and grounds.
4. **Insurance** – all associations, organisations and/or clubs will need to provide a copy of their current Public Liability Insurance at the time of application. The policy shall be for a minimum of \$10 million and will need to be in the name of the hirer.
5. Please complete and **sign** the *Application for Hire* form and return to Flinders Council, 4 Davies Street, Whitemark 7255 or email to office@flinders.tas.gov.au .
6. If this is a publicly advertised event you may be required to gain:
 - a) Liquor license; and/or
 - b) Temporary Food RegistrationCouncil's event management guide explains this further.
7. PLEASE READ **CONDITIONS OF USE** – By signing this hire form you are legally accepting them.

PLEASE NOTE: **ANY HIRED PREMISES MUST BE LEFT CLEAN AND
TIDY**

or bond will be used for additional cleaning.

Application for Council Hall or Ground Hire

Venue:	Flinders Arts and Entertainment Centre (FAEC) <input type="checkbox"/> Rose Garden Room <input type="checkbox"/> Carpet Room <input type="checkbox"/> Floorboard & Stage Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Exclusive use of FAEC	
	Whitemark Showgrounds <input type="checkbox"/> Oval <input type="checkbox"/> Pavilion 1 (Trade Pavilion) <input type="checkbox"/> Pavilion 2 (Exhibition Hall) <input type="checkbox"/> Bar Area <input type="checkbox"/> Tea Rooms	
	Furneaux (Emita) Hall Sport and Recreation Ground <input type="checkbox"/> Emita Hall <input type="checkbox"/> Furneaux Sport and Recreation Ground	
	Lady Barron Hall <input type="checkbox"/> Community Hall	
Hire Type:	<input type="checkbox"/> Casual (one-off booking) <input type="checkbox"/> Permanent (multiple bookings throughout the year) <input type="checkbox"/> Regular (weekly / fortnightly consistent booking etc)	
Hire Date:		
Hire Time:	_____am/ pm to _____am/ pm	
Hirer Surname:		
Hirer Given Names:		
Organisation (if applicable):		
Telephone:		
Email:		
Address:		
Contact Number:		
Copy of Insurance Details:	YES / NO Please note for all associations, organisations &/or clubs, current public liability certificate will need to be provided upon application.	
Insurance Expiry:		
Would you like to apply to be covered by Councils Community Liability Insurance:	YES / NO	By choosing this option you agree that the hirer is not currently insured and wishes to apply for cover under Councils Community Liability Pack Policy
Details of Function:		
Is this a charity Event? If so for who?		

Approximate number of people attending:		
BOND:	Paid	YES / NO
If hired facility is not left as you found it a cleaning charge will apply		
Audio Visual Equipment Required?	YES / NO	
Do you need to hire extra cutlery and crockery other than what is provided at the venue?	YES / NO	Equipment Hire Form Completed: Yes / No Cost \$ Paid: Yes / No
Will you be serving food?	YES / NO	If so, you may require a temporary food license.
Will alcohol be consumed?	YES / NO	If you are selling alcohol you will be required to provide a copy of your liquor license.
Is this an advertised public event? If yes, you may need to refer to Council's Event Management Guide.	YES / NO	

Hirer Acknowledgement:

I (please print full name)

Of (please print address)

Representing (please print name of organisation if applicable)

As hirer of the facility

on/...../..... make application for the premises set out in this application for the day and times specified on the application and I acknowledge having received and read a copy of the 'Conditions of Use' and undertake to be bound and comply with these conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this applications shall comply with conditions.

Signed:

Date:/...../.....

A copy of the Public Liability Insurance will need to be attached if applicable

OFFICE USE ONLY		
Fees		
Hire fee	\$	Paid <input type="checkbox"/> Waived <input type="checkbox"/>
Bond fee	\$	Paid <input type="checkbox"/>
Insurances		
Public Liability provided	Yes <input type="checkbox"/>	Date / /
Other		Date / /
Licenses		
Liquor License	Yes <input type="checkbox"/>	Date / /
Food License	Yes <input type="checkbox"/>	Date / /
Community Calendar		
Check if event has been added to Community Calendar	Yes <input type="checkbox"/>	Date / /
Office check completed by:		
		Date / /

(IF APPLICABLE - OFFICE USE ONLY)

Food Licence No.

Liquor Licence No.

Environmental Health Officer: Date: _ / _ / _

Facility Hire Conditions of Use

1. Council reserves the right not to accept the hire application or to cancel the booking at any time.
2. The hirer will need to pay the required hire fees and bond (if applicable) together with the signed sections of these Conditions of Hire to the Council a week before the date of the function/event (unless alternative arrangements have been made). Failure to do so will result in access to the facility being denied to the hirer.
3. Sub-letting of the facility is prohibited.
4. The hirer shall conform to and obey all reasonable directions given by the Council authorised person in regard to the use of the facility.
5. Each Facility's Occupancy Certificate must be adhered to, below is a list of allowable people per facility:-

a. Flinders Arts & Entertainment Centre (Whitemark Hall)	250
b. Whitemark Show Grounds	600
c. Lady Barron Hall	100
d. Emita Hall & Furneaux Sport and Recreation Ground	300
6. A Police Officer or Council authorised person shall have access to the facility at any time, notwithstanding any hiring.
7. A Council authorised person or Police Officer may remove any hirer not complying with the provisions of these conditions or in any way misconducting themselves in the facility.
8. Neither the Council nor its servants shall be liable for any loss or damage sustained by the hirer or any person, firm or corporation entrusting to or supplying any article or thing to the hirer by reason of any such article or thing being lost, damaged or stolen. The hirer hereby indemnifies the Council/Management Committee against any claim by any such person, firm or corporation in respect of such article or thing.
9. All vehicles admitted to the property are to be driven and parked so that no damage is caused to the facility or to the detriment of the public.
10. The hirer shall not write on, decorate, placard, cut, damage or pierce with nails, screws or any other contrivances the floor, wall or any part of the facility without permission from the Council/Management Committee.
11. The hirer shall be responsible for all damage caused to the facility including the entrance area during the period of hire and will be required to pay the costs of all repairs.
12. A regular hirer (unless specifically covered by Council's insurance policy) shall take out and keep current during the period of hire, a Liability Insurance Policy or Public Indemnity Insurance in a form approved by the Council, insuring for a sum not less than ten (10) million dollars the hirer against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the hirer or both arising out of, or in relation to the hiring arrangement. A copy of the Certificate of Currency will need to be attached to the signed 'Application for Council Ground or Hall hire form'. **OR:**
13. A casual hirer (i.e. one off private hirers only) will be covered by public liability insurance under Council's blanket Casual Hirers Insurance policy. (Coverage does not apply to any person who is participating in any performance, sport, game, contest, display, event or practice.)
14. The hirer will not be covered on the below conditions:-
 - a. For a festival/event where there is over 1000 patrons – the event organiser should maintain their own insurance coverage.
 - b. When hirers involved in a profit making activity or where an admission fee is charged.

Please also note the following:

- Unusual or large scale activities should be referred to MAV Insurance for advice on insurance coverage.
 - Coverage is offered to hirers where hiring agreement is in place and Council records show that it is the intention to utilise the Hirers Liability policy. **No Association, Club, sporting or exercise event will be covered under Council's Casual Hall Hires policy. They will need to hold their own public liability policy.**
 - If in the case of a claim needing to be made the hirer will be required to pay the excess.
15. The hirer agrees to indemnify, and to hold harmless, the Council/Management Committee, its servants and agents, and each of them from and against all actions, costs, charges, expenses and damages whatsoever which may be brought, or made, or claimed against them, or any of them, arising out of, or in relation to, the hiring engagement.
 16. The hirer shall not provide or serve alcohol in the facility without the necessary liquor licence and serving staff must hold a Responsible Serving of Alcohol certificate and adhere to the certificates requirements - failure to do so may void Council's Public Liability cover. Liquor Licence application can be obtained by visiting www.treasury.tas.gov.au/domino/DTF/DTF.NSF/V-LIQ-AND-GAMING/053777 or phone 03 6233 3100
 17. The hirer shall enforce the following requirements within the facility:
 - a. All doors are to be checked to ensure they are locked before leaving including the fire exit doors.
 - b. No smoking is allowed in or within 3 meters of the facility.
 - c. No confetti is to be used in or around the facility.
 - d. All electrical appliances are to be switched off and all windows closed before vacating the facility.
 - e. No furniture is to be dragged across floors.
 18. The Audio Visual Equipment is to be used solely by Council appointed Employees only. If any Equipment is lost, breaks down or is damaged, the Hirer will need to immediately notify Flinders Council of the details. Notification shall not absolve the Hirer from its obligations under these Terms. In the event that the equipment breaks down or becomes unsafe to use, the Hirer shall immediately stop using the equipment and take all steps necessary to prevent the equipment from sustaining any further damage. The Hirer must also take all steps necessary to prevent injuries from occurring to any person or property as a result of the condition of the equipment and must not repair or attempt to repair the equipment without the owner's prior written consent. If the equipment is lost or damaged and the loss of or damage to the Equipment is caused by the negligence or wilful act or omission of the Hirer or the breach of any of these Terms by the Hirer, the Hirer shall without imitation be liable for the following; (a) any costs incurred by the owner in repairing or replacing the Equipment; (b) hire charges for the Equipment until the Equipment is repaired or replaced; (c) any other costs whatsoever incurred or loss suffered by the owner as a result of the damage to or loss of the Equipment.
 19. *Please make sure that all electrical equipment that is brought into this venue is tested and tagged before use.*
 20. *If you need your appliance tested and tagged, please call Council office on 6359 5001 to arrange this service.*
 21. Prior to Hall use, the Hirer must read and understand the Hall Emergency Evacuation Plan and ensure that Fire Wardens are appointed and aware of their responsibilities. Wardens must be familiar with the Hall layout and the locations of Emergency Exits, and the location of the Emergency Evacuation Assembly Area.
 22. When Using the Exhibition Hall, please turn the bird siren on when you leave the premises. If it is not turned back on, a cleaning fee may apply.