

COUNCIL HALLS & GROUNDS INFORMATION SHEET FOR HIRERS

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

- Furneaux Arts and Entertainment Centre (FAEC)
9 Patrick Street, Whitemark
- Showgrounds
Palana Road, Whitemark
- Holloway Park
29 Barr Street, Lady Barron
- Emita Hall and Furneaux 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.
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	Furneaux Arts and Entertainment Centre <input type="checkbox"/> Rose Garden Room <input type="checkbox"/> Small Office <input type="checkbox"/> Carpet Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Floorboard & Stage Room <input type="checkbox"/> Exclusive use of FAEC		
	Showgrounds <input type="checkbox"/> Oval <input type="checkbox"/> Pavilion 1 <input type="checkbox"/> Pavilion 2 <input type="checkbox"/> Shearing Shed area <input type="checkbox"/> Tea Room		
	Holloway Park Hall <input type="checkbox"/> Community Hall <input type="checkbox"/> Holloway Park Recreation Ground		
	Emita Hall & Furneaux 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		
Hirer Surname:			
Hirer Given Names:			
Address:			
Organisation (if applicable):			
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:			
Hire Type	<input type="checkbox"/> Casual Hire	<input type="checkbox"/> Regular Hire	<input type="checkbox"/> Lease
Telephone:			
Hire Date:			
Hire Time:	_____ am/ pm to _____ am/ pm		
Audio Visual Equipment Required?	YES/NO		If yes, time required:
Cost \$35 per hour for an Operator & please ask at Council for details			
Details of Function:			
Is this a charity Event? If so for who?			
Number of people attending:			
BOND:	Paid YES/NO		
If hired facility is not left as you found it a cleaning charge will apply			
Do you need to hire cutlery and crockery?	YES / NO	Cost \$	Paid Yes/No
Will you be serving a meal:	YES / NO	If so please attach your temporary food license.	
Will alcohol be consumed:	YES / NO	If you are selling alcohol please attach a copy of your license.	
Is this an advertised public event?	If so, have you added your event to the Community Calendar?		

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

Hire fees paid: Yes/No/NA Amount: \$

Cash/Invoice

Key deposit paid: Yes/No/NA Inv. Date: _/ _/ _

Bond paid: Yes/No/NA

Public Liability Insurance provided: Yes/No/NA

Liquor License Provided: Yes/No/NA

Food License Provided: Yes/No/NA

On Community Calendar Yes/No/NA

Signature of Endorsing Council Officer:

Date received: _/ _/ _

(IF APPLICABLE - OFFICE USE ONLY)

Food Licence No.

Liquor Licence No.

Environmental Health Officer: Date: _/ _/ _

Cleaning and Locking up Checklist

- Please wash up any crockery or cutlery etc. you use.
- If you use the kitchen please ensure that you wipe down all the benches; sweep and mop floors and put away all the cutlery/crockery you have used.
- Ensure all the rubbish and recycling (glass & drink cans) are separated and placed in the colour coded bins provided outside the double doors, to the right of the stage.
- Please ensure that all floors are vacuumed.
- Wooden floor (if used) needs to be swept and mopped.
- If hiring the FAEC and the 'orange' wall is set up in the middle of the Hall, please leave it and Council staff will put it back.
- Please ensure all the toilets are clean.
- Please stack ALL tables & chairs neatly back in the storage cupboard in the main hall area.
- Check that all the windows are closed.
- Check that the doors are locked.
- Check that all the lights are off. (Some outside lights run on a night switch so you won't be able to turn these off).
- If you have used the heaters please ensure that they are turned off.
- If hiring the FAEC, lock the door by switch the key on the inside of the door around to 'Lock' and press the green button to open the door, the door will lock behind you.

If you have any problems or questions please phone the Front Office on 6359 5001.

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. Furneaux Arts & Entertainment Centre (Whitemark Hall)	250
b. Whitemark Show Grounds	600
c. Holloway Park	50
d. Lady Barron Hall	100
e. 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/df/df.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. 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.