

Application for Venue Hire

Name of responsible person(s) _____

Address(es) of responsible person(s) _____

Contact Number(s) _____

Type of activity to be conducted _____

Date and Time of Hire - Start / / hh:mm

Finish / / hh:mm

Booking fees (must be paid to secure booking)

Plases call customer service on 6211 8200 to make payment.

\$ _____

Venue/Space to be hired

Auditorium

Whitewater Room

Middleton Room

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

More detailed terms and conditions overleaf.

- 1) Alcohol is not to be consumed in the venue.
- 2) The venue is only to be occupied for the specified period booked, which may not extend beyond midnight. The venue must be cleaned prior to the conclusion of the booking and all rubbish removed from the premises. General cleaning products will not be supplied, however, a sanitising kit has been provided for your use at the conclusion of your activity.
- 3) Persons hiring the venue should be aware there are limitations to the number of people permitted to be on the premises at any one time. The maximum number of people permitted in the venue is available from Kingborough Council and it is the hirer's responsibility to ensure the limit is observed.
- 4) Council's insurance policy only covers occasional bookings (i.e. less than one booking per month). For recurring bookings, that are not covered under this policy, Council strongly suggests obtaining your own insurance.
- 5) Should the venue be required for such events as Federal, State or Council elections, a public meeting or other essential Council function, then this booking will be cancelled. In the event that cancellation becomes necessary, Council will endeavour to give as much notice as possible, however no liability will be accepted for any loss however occasioned.
- 6) Booking cancellations are required in writing, two weeks before hire date. If notice is not given, full charges will apply.
- 7) It is the Hirer's responsibility to collect the venue swipe card from the Kingborough Community Hub during business hours and remains the responsibility of the Hirer until the key is returned. Should Council be called to the venue outside business hours, a call-out fee of \$120 will be incurred.
- 8) Kingborough Council is committed to being a child-safe organisation and providing safe spaces for all young people who use its venues. If your event or activity involves children or young people, the Hirer must ensure that their organisation complies with child safe standards and has appropriate policies and procedures in place to protect the safety and wellbeing of children. Examples of child safe policies and procedures can be found on the Council's website.

AGREEMENT

I have read, understand and accept the hiring conditions imposed, charges listed and hereby apply to book the above venue for the nominated date(s) and time(s).

On collection of the key, I undertake not to pass the key on to any other person without the written permission of Council. If the key is lost, I undertake to reimburse Council for the cost involved in replacing the locks and also for replacing as many keys as necessary. I also undertake to reimburse Council for any damage caused to the venue and pay interest due on overdue accounts. I will ensure all lights and appliances connected to the Aurora power are switched off prior to leaving the building.

Signed.....Date.....

NOTE: Please allow time in your booking for set up (if required) and clean up of your activity.

Kingborough Community Hub Venue Hire

Terms and Conditions

Please read the following terms and conditions before signing the booking form

- Payment can be made by calling Customer Service on 6211 8200 during business hours. Management and confirmation of bookings will be made by staff at the Kingborough Community Hub.
- All Hirers are required to be inducted at the site with a member of staff, prior to the booking. At the induction, an activated swipe card will be issued.
- The space is only to be occupied for the specified time booked and must include set-up and pack-down times. Swipe cards will be automatically deactivated at the end of the booking time.
- The attached booking form will be completed by Hirers with an agreement that the Hirer will be personally liable for all additional costs and will be invoiced accordingly.
- Should the space be required for such events as Federal, State or Council elections, a public meeting or any other essential Council function, then this booking will be cancelled. Council will endeavour to give as much notice as possible, however no liability will be accepted for any loss however occasioned.
- There are limits to the maximum number of people allowed in each space and it is the Hirer's responsibility to ensure that the limit is observed (see Hub brochure).
- Hirers wishing to serve alcohol must obtain written permission from the Chief Executive Officer (CEO); Hirers wishing to sell alcohol must obtain a 'Special Liquor Permit' through the Tasmanian Government's Department of Treasury and Finance.
- It is advised that food vendors on the site use a generator. Where power is being used, it is the Hirer's responsibility to provide leads, cables, and hazard mats. Where a significant amount of power is required, Hirers are advised to contract a specialised event firm.
- Smoking or vaping is not permitted in or around the site.
- Hirers must dispose of their own rubbish and adhere to our 'Waste Wise' guidelines www.kingborough.tas.gov.au/events.
- The Kingborough Community Hub has an Automated External Defibrillator (AED) on site located on the wall outside the information office. Advice on how to access the AED will be provided during the induction.
- Vehicles and motorised plant are not permitted to be driven onto the Community Hub premises unless by prior arrangement.
- All technical and electrical equipment brought onsite by the Hirer must be tested and tagged.
- The Hirer must familiarise themselves with the venue's displayed 'Evacuation Plan', including the location of emergency exit doors, prior to commencing use of the space. A copy of the Hub's Evacuation Plan can be found mounted on the wall in every space.
- The Hirer is responsible for leaving the premises in a clean and tidy state at the conclusion of the period of hire, including sweeping floors and wiping down surfaces.
- All goods and equipment brought into the venue by the Hirer must be removed from the premises within the hire period time, otherwise all costs associated with the removal or storage of goods and equipment will be charged to the Hirer.
- Hirers are only permitted to use additional equipment that has been paid for and that the Hirer has been safely trained in operating. Hirers are not permitted to use equipment that is labelled as Council use only.
- Public liability insurance: commercial users and market organisers must have their own public liability insurance – please attach a copy to this form.

