

COUNCIL HIRE FACILITIES CONDITIONS OF HIRE FORM

CONDITIONS OF HIRE

1. APPLICATION

Application for the use of any Council Facility must be made in writing (unless directed otherwise) and the **FULL** amount of the hire charge plus any refundable bond must be paid at least 2 days prior to the function unless other satisfactory arrangements are made.

2. FORFEITURE OF BOND

Failure to comply with any of the following conditions may result in the forfeiture of all or part of the refundable bond.

3. DECORATIONS

All decorative material must be removed from the hire facilities at the conclusion of the function. Under no circumstances are decorations to be attached to any electrical fixture including heating appliances and ceiling fans. Decorations must be erected in such a manner that they do not cause any damage to the property.

4. CARE OF HIRE FACILITIES

Narromine Shire Council holds the **HIRER** responsible for the care of the hire facilities during the currency of the hire and will **NOT** permit any damage to the building or its contents including furniture, furnishings, fixtures and fittings. Under no circumstances are nails, screws, adhesive tapes, glue etc. to be used on the floors, doors walls, windows, or any other fixtures etc.

No existing lighting is to be altered without special approval from Council.

In the event of there being any damage to the hire facilities, its fixtures and fittings as a result of your function then such repairs, replacement and/or reinstatement costs will be deducted from your refundable bond. Should the bond be insufficient to meet such costs, Narromine Council will proceed against the Hirer for the recovery of the balance.

5. SMOKING

Narromine Shire Council has banned smoking within all buildings under its control. The Hirer will be held responsible to enforce the No Smoking Ban inside the building during the function/activity.

6. CONSUMPTION OF LIQUOR

Under the Liquor Act 1982 Section 114(4) a person shall not give or sell alcohol to a person under 18 years. Secondary supply laws apply to all people who may be at the venue, both the applicant and all guests in attendance.

7. CLEANING

All Hirers, casual and permanent, are responsible for the general cleaning of the hire facilities and its immediate surrounds **BEFORE** and **FOLLOWING** the function/activity. Specific cleaning requirements are further outlined in the "Check List for Hirers Using Council Facilities" following this list of conditions.

8. CANCELLED BOOKINGS

Confirmation in writing to cancel a booking is to be sent to the Bookings Officer. Except in **SPECIAL** circumstances, refund of any deposit paid will not be refunded to the Hirer unless notice of cancellation is received at least 7 days prior to the booking date.

9. SPECIAL CONDITIONS

Any variations to these regulations **MUST** be approved in writing by Narromine Shire Council.

10. INSURANCE

Narromine Council has Public Liability Insurance for occasional hirers. Occasional hire of Council facilities is defined as any "one off event" which uses the facility for up to two consecutive days in any one calendar year.

Occasional Hire Policy is also extended to include recognised non-profit community groups which only hold non-physical activities such as regular meetings, card games, small community centred social gatherings etc. **HOWEVER** if you believe the activities of your group may be such that it may be included under the Occasional Hirers policy you should contact Council's Insurance Officer for clarification.

All other hirers are required to maintain their own Public Liability Insurance cover. Proof of current insurance coverage is to be forwarded to the Narromine Shire Council.

11. CONDUCT OF FUNCTION

The Hirer **MUST** at **ALL TIMES** co-operate with the Narromine Shire Council and also ensure that the function is conducted in an orderly manner, inside and outside the facility, with a minimum of inconvenience to neighbours. The Hirer will be held responsible for any penalties incurred under the "Noise Control Pollution Act".

12. FUNCTION TIMES

No function will be permitted to continue after 1.30am without the prior approval of Council. All preparation must be carried out in the time specified by Council. Hirer's equipment, decorations, crockery, glassware etc, must be removed from the facility before 1.00pm on the morning following the hire unless otherwise instructed by Council.

13. OUTSIDE BUILDING

The Hirer is required to carry out an external check of the building to ensure that any rubbish including bottles and cans is collected and placed in the bins provided. If the bins are full the Hirer is required to remove the excess from the site.

14. RACETRACK

The racetrack is not included in your hire and is a strict no access area to all types of vehicles.

Council reserves the right to reject a booking for a facility.

WHEN HIRING THE FACILITY PLEASE ALSO READ
CHECKLIST FOR HIRERS USING COUNCIL FACILITIES

refer page following

CHECKLIST FOR HIRERS USING COUNCIL FACILITIES

THANK YOU FOR YOUR ENQUIRY AND/OR BOOKING OF A NARROMINE COUNCIL FACILITY. MOST COUNCIL FACILITIES ARE CARED FOR, CONTROLLED AND MANAGED BY A COMMITTEE COMPRISING MEMBERS OF THE COMMUNITY AND REPRESENTATIVES OF USER GROUPS.

The Committee members contribute their time and efforts on a voluntary basis. You and members of your group/party/organisation can and are expected to assist the Committee by leaving the facilities in the same clean condition as you found it. You are further advised that the Hire Fee you pay **does not include cleaning costs.**

Failure to clean the premises following your use, to the satisfaction of the Committee/Council, will result in the forfeiture of the Bond you have paid and/or termination of future hire.

All damages and breakages to the facility and/or its equipment caused during the hire by you and your group/party/organisation are to be reported to Council as soon as possible after the function. Any such repairs and replacements as may be required will be at the cost of the Hirer.

YOUR ACTION IN ATTENDING TO THE FOLLOWING ITEMS IS APPRECIATED.

KITCHEN Electrical appliances. Turn power off and remove plugs from sockets. **EXCEPT REFRIGERATOR.** Wash up any utensils, crockery, cutlery etc that were used. Wipe down and clean sink and food preparation areas.

GARBAGE All garbage/rubbish is to be removed from all areas of the building both inside and outside and placed in the bin(s) provided. Any excess garbage/rubbish is to be removed from site by the Hirer.

TOILETS Clean and remove any waste.

MAIN FACILITY Tables and chairs to be stacked in designated area. Tables are not to be dragged across floor or cause scratching to floor surface. Floors to be swept clean in all areas.

SECURITY Ensure ALL windows/doors have been properly closed and locked.

GENERAL Fans, lights, heaters are to be turned off at the conclusion of the function.

KEYS To be returned as soon as possible but no later than 48 hours after the function has ended.

THANK YOU FOR YOUR COOPERATION IN THESE MATTERS.

HIRE APPLICATION FORM

TRANGIE MEMORIAL HALL **(Name of Facility)**

Correspondence To:

Booking Enquires: Alison Attwater, Executive Assistant Economic & Community Development

Telephone: 026889 9999

PERMANENT/CASUAL HIRE APPLICATION

HIRER
ADDRESS
PHONE (HOME) (WORK) (MOBILE)

TYPE OF FUNCTION
NO OF PEOPLE EXPECTED TO ATTEND

DATE REQUIRED **TIME REQUIRED**am/pm to am/pm

HIRE RATES
TRESTLES \$....11.00..... each
CHAIRS \$....1.05..... each

TOTAL

TOTAL AMOUNT PAYABLE

TOTAL \$.....

NOTE: PLEASE ISSUE ALL CHEQUES PAYABLE TO:

INSURANCE – Public Liability is/is not affected under the coverage provided for by NARROMINE SHIRE COUNCIL (Refer to paragraph 10 of “Conditions of Hire”)

CURRENT PUBLIC LIABILITY INSURANCE is with
Policy No Amount of cover Expiry date

I agree to hire the above named objects from the named facility subject to the conditions prescribed by the Trangie Memorial Hall Committee and Narromine Shire Council as set out in the “Conditions of Hire” and “Check List for Hirers Using Facility” and return same in good condition within 3 days of hire date.

SIGNED **DATE**

NOTE: Keys may only be obtained from the booking officer – M. James
COUNCIL RESERVES THE RIGHT TO REJECT A BOOKING FOR A FACILITY