

Application for Hire

Community Hall, Kitchen, Internal Street, Stadium, Foreground, Meeting Room and/or Office,

Please fill in and sign the form below. This form needs to be completed and returned to the Community Hub Officer **before** the booking takes place.

1. Hirers details:

Name of the event or function: _____

Organisation name: _____

Contact name: _____

Postal address: _____

Phone/mobile: _____ Email: _____

2. Details of event or function

	Start Time	Finish Time	Date/s of use	Ongoing booking?	Cost (over page)
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

NB: Start and finish times must include set up and pack up times required for the booking. Fees apply to the entire duration of the booking.

Spaces to be hired: (please circle)

Community Hall Kitchen Stadium Internal Street Meeting Room Office Foreground

Purpose of hire: _____

Please answer the following:

If a special event or function how many people will be attending? _____

Are you a Community Group/not for profit organisation? YES NO

Will food or beverages be served as part of this hire event or function? YES NO

NB: If food or beverages are being served in HALL a \$200.00 bond is required

Will alcohol be served?

YES

NO

NB: A surcharge of \$185.00 is applicable to all functions in the Inverloch Community Hall where food and alcohol is served

3. Further information for Hirer

The Inverloch Community Hub is open 9am – 5pm Monday - Friday. If your hire is outside of these times please ensure you are aware of the correct open and close procedures for the building including the internal street. The security of the internal street area is the responsibility of the hirer outside of the Inverloch Community Hub opening times. **Fees and charges:**

Fee structure (GST Inclusive). These rates are valid from 1 July 2018 until 30 June 2019

Room	Rate	Commercial	Community (not for profit)
Community Hall Max number of people Seated – 280; Standing – 400	Per Hour	\$40.00	\$31.90
	Per Day	\$410.30	\$284.90
Kitchen	Per Hour	\$22.70	\$22.70
	Per Day	\$148.10	\$148.10
Internal/Foreground Max number of people Seated – 40; Standing - 100	Per Hour	\$13.70	\$11.50
	Per Day	\$136.80	\$114.00
Stadium	Per Hour	\$40.00	\$31.90
	Per Day	\$410.30	\$284.90
Meeting Room Seats – 40; Trestle tables – 5 Kitchenette, tea & coffee	Per Hour	\$19.40	\$12.90
	Per Day	\$158.80	\$79.30
Office Seats – 4; Table – 1; Desk - 1	Per Hour	\$12.90	\$6.30
	Per Day	\$91.20	\$45.60

Bond \$ _____

Room hire \$ _____

Alcohol and food surcharge \$ _____

Total cost of the booking (include surcharge and bond if applicable) \$ _____

4. Terms and conditions as per attached Terms and Conditions of Hire

I, the undersigned, understand these conditions for hiring and agree to abide by them. Failure to do so may result in the deposit and/or bond being forfeited.

Council collects and hold this Personal Information in accordance with the *Privacy and Data Protection Act 2014 (Vic) Principles.*

NB. Commercial hirers I have attached my Public Liability Policy Certificate of Currency YES NO

Signed: _____

Date: _____

Please return the completed form to the Inverloch Community Hub Office during business hours, 9am - 5pm Monday to Friday, or email the form to invyhub@basscoast.vic.gov.au. For all Inverloch Community Hub enquiries please call the Hub Office, 03 5674 1569.

Terms and Conditions of Hire

1. Companion Card

- 1.1.** This venue is a Companion Card Affiliate that offers Companion Card holders free entry for their companion/carer when they are attending events at these facilities.
- 1.2.** Companion Cards enable eligible people with disability to participate at venues and events without the extra cost of a second ticket for their companion/carer.
- 1.3.** By agreeing to hire this venue a companion/carer accompanying the Companion Card holder is allowed free entry into your event at these facilities.

2. Hire Process

- 2.1.** Bass Coast Shire Council is the administrator for the hire of the Inverloch Community Hub
- 2.2.** All groups or individuals hiring the rooms of the Inverloch Community Hub shall first complete an Application for Hire form which shall be signed by the responsible person and state all required details
- 2.3.** Council reserves the right to refuse any booking
- 2.4.** The Hub is defined as the entire facility comprised of one meeting room, an office, community hall, stadium, internal street and an office area permanently occupied by Bass Coast Shire Council located at 16 A'Beckett Street, Inverloch. It also houses the towns Library, Visitor Information Centre and Community House.

3. Fees and bonds

- 3.1.** The user group will only be entitled to use the particular part or parts of the building specified when booking. The Council reserves the right to hire any other portion of the building for other purposes at the same time
- 3.2.** These Conditions of Hire apply to all hireable spaces in the Inverloch Community Hub
- 3.3.** Fees for hire will be set out as per Fee Schedule on the Application for Hire form and will be reviewed on an annual basis by the Inverloch Community Hub Committee in line with Councils Services Pricing Policy
- 3.4.** Hall bookings which serve food and drinks will require a \$200 bond as part of security against damage, or for breach of any part of the agreement
- 3.5.** The hire charges must be paid in full one week prior to use, or otherwise as arranged with Bass Coast Shire Council. Invoices can be issued for regular users upon request. Cancellation of any booking may occur if this one week period is breached
- 3.6.** The bond will be returned to the hirer within two weeks of the event (or as mutually agreed) providing there is no damage, missing equipment, the room is left clean and the key is returned
- 3.7.** The Hirer will be required to vacate the Hub within the specified time. If additional time is required this must be booked and the rental may be charged accordingly. It is the Hirer's responsibility to ensure caterers and such like vacate the Hub and remove all equipment, furniture and rubbish at the specified time. If not, additional time may be charged

4. Cancellation of Booking

- 4.1.** A cancellation fee may be incurred if the Hirer cancels the use of the facility less than two weeks prior to the booked date
- 4.2.** Council reserves the right to cancel any booking by notice in writing to the Hirer. The right will only be exercised under exceptional circumstances. Should it be necessary for Council to cancel any booking then any fees paid in advance will be refunded
- 4.3.** The Inverloch Community Hub is designated as an Emergency Relief Centre for Inverloch and surrounds. If the Hub needs to be opened as an Emergency Relief Centre then your booking will be cancelled and any monies paid will be returned. An Emergency Relief Centre takes absolute precedent over all over events and bookings.

5. Damage

- 5.1.** The hirer shall immediately reimburse Council for any breakages of furniture, fittings or equipment at a cost determined by Council.
- 5.2.** For Hall hirers, where the cost of the damage is equal to or less than the bond, the amount will be subtracted from the bond. Where it is more than the bond, the bond will be withheld and further costs paid by the hirer

6. Cleaning

- 6.1.** Cleaning of the hired space is required prior to the hirer leaving the site. This includes sweeping/mopping area/s utilised for the hire.
- 6.2.** All rubbish/recycling from function or event to be removed to the large bins in external courtyard.
- 6.3.** The Hall/Internal Street and Kitchen must be left the way it was found with all furniture and other equipment returned to where it was originally located
- 6.4.** Should the premises be left in an unsatisfactory state, Council will organise a cleaning contractor and the cost shall be passed onto the hirer

7. Keys and Security

- 7.1.** A key and security fob will be arranged for those whose hire time is outside of the normal business hours. The key must be signed out and in and is the full responsibility of the hirer
- 7.2.** The hirer will be responsible for the overall security of the Inverloch Community Hub while it is in use
- 7.3.** Keys must be returned within two working days of the hire period unless otherwise agreed. They can be returned to Council staff located at the Inverloch Community Hub during usual weekday business hours, or via the Visitor Information Centre Staff on weekends. After hours the key can be returned in the Library book return chute
- 7.4.** The hirer agrees that if the key for the Community Hall is lost (or not returned within two working days), that the hirer will be fully responsible for all costs incurred by Council for any changes or replacements that may be required as a result
- 7.5.** The Hub and associated areas must be left secure upon vacating the building

8. Insurance

- 8.1.** All commercial hirers must provide a copy of their certificate of currency detailing that they have a \$10M public liability insurance cover.
- 8.2.** Council has bulk insurance coverage for all Council owned facilities through Jardine Lloyd Thompson for public liability for casual hirers. This insurance covers those groups that do not have public liability insurance of their own who hire the facility
- 8.3.** A hirer who intends to hire a room more than 52 times a year will have to arrange their own public liability insurance and provide Council with a copy

9. Claims

- 9.1.** Bass Coast Shire Council will not be held liable. The hirer shall be responsible for any accident, loss, damage, theft or any injury sustained by any persons using any part of the halls and its facilities and equipment during the currency of the hiring
- 9.2.** Any equipment or articles brought into the premises by the hirer are on the premises as the hirers own risk

10. Expectations of Behavior

- 10.1.** Smoking is not permitted anywhere inside the Inverloch Community Hub or within five metres of the building entrances
- 10.2.** Council encourages access to all groups. Any individual or group which through their behavior limits the enjoyment of other users will be asked to leave the facility
- 10.3.** Animals (with the exception of assistance animals) are not permitted to enter the Hub
- 10.4.** All children present at the Hub must be under adult supervision at all times
- 10.5.** Hirers under the age of 21 years must have the application form completed by a parent or carer over 21 years of age who will be supervising the function. Special conditions will apply
- 10.6.** The hirer shall, when so directed by Council, arrange for police and/or security attendance

11. Liquor

- 11.1.** Local Law section 160 requires a permit for consumption of alcohol within the CBD area of Inverloch
- 11.2.** If Liquor is to be sold either directly or as part of an inclusive charge, a Temporary Limited License must be sought from Consumer Affairs Victoria – Liquor Licensing. It is suggested that the application for license be lodged at least 35 days in advance and a copy of the license must be provided with the Hire Agreement form prior to booking confirmation. The license must cover all areas where liquor is intended to be sold or served
- 11.3.** The Hirer will not bring into, receive or provide in the Hub any liquor without a copy of the appropriate license

12. Acts and regulations

- 12.1.** The hirer shall conform to requirements of the Food Act 1984 (Victoria), Local Government Act, any Local Law or Regulations made there under and shall be liable for any breach of such Acts, Local Laws or Regulations
- 12.2.** The hirer shall comply in every respect with regulations under the Food Act 1984 (Victoria) and Building Regulations with regard to Public Buildings for the prevention of overcrowding and obstruction of gangways, passages, corridors or of any part of the building. Any person causing an offence against such regulations shall be removed from the building
- 12.3.** Hirers are responsible for contacting Council's Environmental Health Unit to ensure they are registered and comply with 'Food Safety' procedures

13. Equipment

- 13.1.** No equipment, furniture or fittings shall be removed from the hall at any time without prior consent of the Council.
- 13.2.** No notices, property decorations, electric lighting, naked lights of any kind or articles of similar nature shall be brought into the building without the consent of Council. All such articles and property together with any catering appliances or fittings shall be removed by the hirer at the end of the function
- 13.3.** The hirer shall ensure that caterers and persons arranging decorations take every precaution to protect the floors from any damage. Do not drag tables and chairs are to be moved with the trolley supplied.

14. Good order and condition

- 14.1.** The hirer shall be responsible for the full observance of these conditions and for the maintenance and preservation of good order in the building throughout the whole duration of hiring
- 14.2.** The responsible person named in the Hire Agreement must accept ultimate responsibility for the actions of all persons associated with the Hirer and be present at all times during the hiring
- 14.3.** In the order of event of any dispute of difference arising as to the interpretation of these conditions or of any matter contained thereon, the decision of the Council thereon shall be final and conclusive

15. Advertising and signage for Events and Functions

- 15.1.** External Advertising - If you would like to have external signage (A-frame sign, Banner) promoting an event or function in the Hub external area a permit is required
- 15.2.** Internal advertising and displays relating to an event or function must be approved by the Hub Officer. Internal advertising and displays must not obstruct Art Exhibition or other community displays.