

## Application for Hire

### 1. Hirer's details:

User Group Title: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### 2. Indicate which facility, start and finish time, date of use and cost as per agreement you are requesting in table below.

Day of week	Facility (see list below)	Start time	Finish time	Dates of usage	Cost as per fee structure
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Community Hall      Kitchen      Large Meeting Room      Stadium  
Internal Street      Office      Small Meeting Room

### 3. Details of Function:

Brief description of function: \_\_\_\_\_

Number of people attending: \_\_\_\_\_

Will alcohol be consumed: \_\_\_\_\_

### 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.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Fee Schedule



## Fee structure

Community Group Bookings (i.e. not for profit organisations)

Room	Rate	Cost	Max number of people
Community Hall	All Day	\$250	Seated – 280
	Per Hour	\$28	Standing – 400
Large Meeting Room	All Day	\$70	Seated – approx 40
	Per Hour	\$11	Standing – approx 60
Small Meeting Room	Per Hour	\$5.50	Seated – 8
	All Day	\$40	Standing – N/A
Stadium	Per Hour	\$28	N/A
Foyer – function	All Day	\$100	N/A
	Per Hour	\$10	
Office Space	Per Hour	\$5.50	Includes 1 desk & desk chair, meeting table & 2 visitor chairs
	All Day	\$40	
Kitchen	Per Hour	\$20	If used not in conjunction with Hall or Meeting Room booking
	All Day	\$130	

## All other bookings

Room	Rate	Cost	Max number of people
Community Hall	All Day	\$360	Seated – 280
	Per Hour	\$35	Standing – 400
Large Meeting Room	All Day	\$70	Seated – approx 40
	Per Hour	\$16	Standing – approx 60
Small Meeting Room	Per Hour	\$11	Seated – 8
	All Day	\$80	Standing – N/A
Stadium	Per Hour	\$35	N/A
Foyer – Function	All Day	\$100	N/A
	Per Hour	\$12	
Foyer – Exhibition	See Expression of Interest and Art Application Form		
Office Space	Per Hour	\$11	Includes 1 desk & desk chair, meeting table & 2 visitor chairs
	All Day	\$80	
Kitchen	Per Hour	\$20	If used not in conjunction with Hall or Meeting Room booking
	All Day	\$130	

**NB: A cleaning surcharge of \$90 is applicable to all functions where alcohol is served**

## Terms and Conditions of Hire

### 1. Hire Process

- 1.1. Bass Coast Shire Council is the administrator for the hire of the Inverloch Community Hub
- 1.2. 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
- 1.3. Council reserves the right to refuse any booking
- 1.4. The Hub is defined as the entire facility comprised of 2 meeting rooms, an office, community hall, stadium, outdoor market area 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

### 2. Fees and bonds

- 2.1. 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
- 2.2. These Conditions of Hire apply to all hireable spaces in the Inverloch Community Hub
- 2.3. 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
- 2.4. 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
- 2.5. 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
- 2.6. The deposit 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
- 2.7. 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

### **3. Cancellation of Booking**

- 3.1.** A cancellation fee may be incurred if the Hirer cancels the use of the facility less than two (2) weeks prior to the booked date
- 3.2.** 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
- 3.3.** The Inverloch Community Hub is the designated Neighborhood Safer Place and Relief Centre for Inverloch and surrounds in case of emergency. If the Hub needs to be opened as a Neighborhood Safer Place or Relief Centre then your booking will be cancelled and any monies paid will be returned. A Neighborhood Safer Place and Relief Centre take absolute precedent over all over events and bookings

### **4. Damage**

- 4.1.** The hirer shall immediately reimburse Council for any breakages of furniture, fittings or equipment at a cost determined by Council.
- 4.2.** 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

### **5. Cleaning**

- 5.1.** Cleaning of the hired space is required prior to the hirer leaving the site unless otherwise arranged with Council. The room/s hired must be left the way it was found with all furniture and other equipment returned to where it was originally located
- 5.2.** Should the premises be left in an unsatisfactory state, Council will organise a cleaning contractor and the cost shall be passed onto the hirer

### **6. Keys and Security**

- 6.1.** A key will be arranged for those who hire a room outside of the normal business hours. The key must be signed out and in and is the full responsibility of the hirer
- 6.2.** A security code will be issued and a small induction will need to take place prior to the booking taking place to familiarise the hirer with the building
- 6.3.** The hirer will be responsible for the overall security of the Inverloch Community Hub while it is in use
- 6.4.** Keys must be returned within 2 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 shute

**6.5.** The hirer agrees that if the key for the Community Hub is lost (or not returned within 2 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

**6.6.** The Hub and associated areas must be left secure upon vacating the building

## **7. Insurance**

**7.1.** 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

**7.2.** 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

## **8. Claims**

**8.1.** 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

**8.2.** Any equipment or articles brought into the premises by the hirer are on the premises as the hirers own risk

## **9. Expectations on Behaviour**

**9.1.** Smoking is not permitted anywhere inside the Inverloch Community Hub

**9.2.** Council encourages access to all groups. Any individual or group which through their behaviour limits the enjoyment of other users will be asked to leave the facility

**9.3.** Animals (with the exception of assistance animals) are not permitted to enter the Hub

**9.4.** All children present at the Hub must be under adult supervision at all times

**9.5.** 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

**9.6.** The hirer shall, when so directed by Council, arrange for police and/or security attendance

## **10. Liquor**

- 10.1.** Local Law section 160 requires a permit for consumption of alcohol within the CBD area of Inverloch
- 10.2.** 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
- 10.3.** The Hirer will not bring into or receive or provide in the Hub any liquor without a copy of the appropriate license

## **11. Acts and regulations**

- 11.1.** The hirer shall conform to requirements of the Health Act, 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
- 11.2.** The hirer shall comply in every respect with regulations under the Health Act 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. Equipment**

- 12.1.** No equipment, furniture or fittings shall be removed from the hall at any time without prior consent of the Council.
- 12.2.** 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
- 12.3.** 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.

## **13. Good order and condition**

- 13.1.** 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
- 13.2.** 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

**13.3.** 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

**14. Exit procedures:**

**14.1.** On leaving the premises ensure that:

- 14.1.1. Tables and chairs are to be stacked and put away in the order that they were found
- 14.1.2. Kitchen benches, crockery and equipment must be cleaned and put away
- 14.1.3. All surfaces must be disinfected after use
- 14.1.4. All foodstuffs are to be removed
- 14.1.5. All fittings, utensils and contents must be left in good working order and any breakages must be reported to Council staff immediately
- 14.1.6. All rubbish is to be removed from site. Large bins are not provided.
- 14.1.7. Floors must be mopped and/or vacuumed to the satisfaction of Council
- 14.1.8. Floors and toilets to be cleaned thoroughly to the satisfaction of Council
- 14.1.9. Lights, heaters and air conditioners are turned off
- 14.1.10. All doors and windows are closed and locked
- 14.1.11. The facility is left clean in the state in which it was found

Last updated March 2010