

	<h2 style="margin: 0;">Occasional Hall &amp; Supper Room Hire Form</h2>	Version No:	1.1
		Reviewed:	Jan 2023
		Next Review:	Jan 2024

**APPLICANT DETAILS & PARTICULARS**

**Name:** \_\_\_\_\_ for and on behalf of  
*(Name of individual making application)*

**Applicant Body:** \_\_\_\_\_ *(hereinafter the permit holder)*  
*(Organisation, Business, Group)*

**Address:** \_\_\_\_\_  
*(Postal Address)*

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Purpose of Hire:** \_\_\_\_\_ *(hereinafter the purpose)*  
*(Name of event, reason for hire)*

**Date(s) of Event:** \_\_\_\_\_ *(hereinafter the date (s) )*  
*(Date(s) of event)*

**Period of Use:** \_\_\_\_\_ *(hereinafter the period)*  
*(Period of use)*

Alcohol will  will not  be served (please tick). Attached is a list of dates for hire:

Fee reduction requested, letter received (community organisations only)  Yes  No *(Tick Box)*

I, on behalf of the permit holder, hereby make application to the District Council of Kimba to hire the Kimba Memorial Hall for the purpose specified above, on the specified date(s) and for the specified period of use. In signing, I acknowledge that I have read and understand the permit conditions contained herein and agree to abide by the said conditions.

Name	Signature of Applicant	Position	Dated
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- The issuing of this permit is subject to:
- a. The permit holder agreeing to the **General Conditions** of the permit as contained herein.
  - b. The permit holder agreeing to all **Special Conditions** which the Council may determine.
  - c. The permit holder paying the prescribed fee.
  - d. The permit holder providing a **copy of all appropriate insurances** as required by either the General or Special Conditions of the permit.
  - e. A copy of this document signed by the Council has been returned to the permit holder.

**AUTHORISATION (OFFICE USE ONLY):**

Insurance Cover Attached: <b>YES / NO</b>	Name: _____
Permit: <b>APPROVED / DENIED</b>	Position: _____
Council Specification for Alteration to Road: <b>YES / NO</b>	Signature: _____
Fee Required \$ _____	Date: _____

Main Hall (Including Supper Room & Kitchen) **\$200** - Main Hall only **\$130** - Supper Room Only **\$90 f/d** or **\$50 h/d (GST Inclusive)** \*Community Group exemption \$60.00 inc. (letter required) \*



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### GENERAL CONDITIONS

1. The permit holder agrees to indemnify and keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
2. The permit holder agrees to indemnify and to keep indemnified the Council, its employees and/or agents against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against any of them arising out of or in relation to any activities under this Permit or arising out of breach of any condition attaching to this Permit.
3. The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this Permit.
4. The rights and obligations under this Permit are not transferable to any other party.
5. The permit holder shall comply with applicable laws and also give all notices required by any legislation relating to an activity under this Permit.
6. The permit holder must comply with all reasonable directions given to the permit holder by any employee or officer of the Council in relation to this Permit and any activities carried out under this Permit.
7. The permit holder shall notify the Council at the time of the application, if alcohol is to be served during the period of this Permit.
8. No adhesive tape, blu-tack or drawing pins shall be used on walls or ceilings. If suitable anchors are provided, decorations may be hung from them.
9. No polish, floor speed or other material is to be used on the floor without the prior written approval of the Council, which consent can be withheld at the Council's discretion.
10. The permit holder shall ensure that any breakages of glass or spillage of food or drink are cleaned up immediately.
11. At the completion of any function, all floors must be swept, tables and chairs stacked, and other furniture placed in their original positions; the foyer, toilets, kitchen & supper room floors to be swept & mopped; fridges, oven and bins emptied and cleaned; tea towels washed and returned; and all areas cleaned to the satisfaction of the Council. Failure to do so will result in cleaning fees being charged.
12. Chairs **MUST NOT** be dragged across the floor, it is essential to utilise the specialised trolley to move tables.
13. Trestle tables **MUST NOT** be dragged across the floor.
14. All litter resulting from any function must be removed from the hall and adjoining Council property.
15. The permit holder shall ensure that all doors and windows are securely fastened and lights extinguished when leaving the hall.
16. The use of the hall may be granted up to 36 hours prior to the time of hire for decorating purposes subject to other bookings during that period, but this is not guaranteed.
17. Repairing and/or replacing any damaged furniture, fixtures or fittings will be the responsibility of the permit holder. If any necessary repair or replacement is not undertaken within a reasonable time, the Council may repair and/or replace and recover any associated costs from the permit holder.
18. This Permit may be revoked by the Council if the permit holder fails to comply with a condition of the Permit, or may be revoked in any other justifiable circumstance.
19. All equipment, belongings, etc. of the permit holder will be required to be removed after hire date has ended. Any items not collected within one week will be removed by council at a charge.
20. The Council and the permit holder acknowledge and agree that this Permit contains and represents the entire agreement reached between them with regard to its content and that no promises, representations or undertakings, other than those contained in this Permit, were made or given or relied upon.
21. If any part of this Permit is found to be invalid or void or unenforceable, then that part will be severed from this Permit and the remainder of this Permit will continue to apply.
22. Keys returned to Council Office
23. All cleaning tasks stated above is to be completed to the satisfaction of the Council. Failure to do so may result in cleaning fees.

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***Additional Conditions***

Due to recent upgrades to the Institute facilities, new additional conditions will apply;

- a. All equipment, belongings etc. of the permit holder will be required to be removed after hire date/s have ended. Any items not collected within one week will be removed by Council at a charge.
- b. Chairs **MUST NOT** be dragged across the floor, it is essential to utilise the specialised trolley to move chairs.
- c. Trestle tables **MUST NOT** be dragged across the floor, it is essential to utilise the specialised trolley to move tables.
- d. Council have storage cupboards available for long term permit holders. These permit holders will be allocated storage cupboards at Council discretion. A key will be provided and all belongings stored will be the responsibility of the allocated user.

We appreciate the cooperation of all permit holders to adhere to the above conditions, ensuring the area is well maintained.