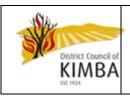


# **Occasional Hall & Supper Room Hire Form**

Version No:	1.1
Reviewed:	Jan 2023
Next Review:	Jan 2024

APPLICANT DETAILS & PARTIC	ULANS			
Name:	(Name of individual	makina application)	for and on behalf of	
	,	3 77		
Applicant Body:	(Organisation, Bu	usiness, Group)	(hereinafter the permi	t holder)
Address:				
	(Posto	al Address)		
Telephone:		E	mail:	
Purpose of Hire:			(hereinafter the purpo	se)
	(Name of event, r	reason for hire)		
Date(s) of Event:			(hereinafter the date (.	s) )
	(Date(s) of ev	ent)		
Period of Use:			(hereinafter the period	1)
	(Period of us	re)		
Alcohol will will n	ot be served (please	e tick). Attached	l is a list of dates for hire:	
Fee reduction requested,	letter received (community o	organisations only)	Yes No	(Tick Box)
Memorial Hall for the purp	oose specified above, on th	e specified date(s) ar	Council of Kimba to hire the nd for the specified period contained herein and a	of use. In
Name	Signature of Applicar	nt P	Position	 Dated
<ul><li>b. The permit holder</li><li>c. The permit holder</li><li>d. The permit holder</li><li>Conditions of the permit holder</li></ul>	agreeing to the General Coagreeing to all Special Compaying the prescribed fee. providing a copy of all apportmit.  ument signed by the Counce  AUTHORISAT YES / NO IED	ditions which the Co	as required by either the Go to the permit holder.	
Fee Required \$		Date: _		
	<del></del>	-		

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 sate 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.