

# TOWN HALL HIRE

RECORD NO : .....

FILE NO : 16.6.1

## APPLICATION FORM

LOCATION	
KADINA	<input type="checkbox"/> TOWN HALL <input type="checkbox"/> FUNCTION ROOM <input type="checkbox"/> CATERING KITCHEN
MOONTA	<input type="checkbox"/> TOWN HALL <input type="checkbox"/> FUNCTION ROOM
WALLAROO	<input type="checkbox"/> TOWN HALL <input type="checkbox"/> FUNCTION ROOM <input type="checkbox"/> CATERING KITCHEN <input type="checkbox"/> MEETING ROOM
<i>Function Rooms in all Town Halls includes use of a basic kitchenette</i>	

APPLICANT			
APPLICANT NAME			
ORGANISATION			
POSTAL ADDRESS			
MOBILE PHONE	<table border="1"> <tr> <td>ALTERNATE NUMBER</td> <td></td> </tr> </table>	ALTERNATE NUMBER	
ALTERNATE NUMBER			
EMAIL			

DETAILS			
TYPE OF FUNCTION			
DATE OF FUNCTION			
TIME FROM		TIME TO	
ESTIMATED NUMBERS ATTENDING		FOOD / REFRESHMENTS	<input type="checkbox"/> YES <input type="checkbox"/> NO
ALCOHOL	<input type="checkbox"/> YES <input type="checkbox"/> NO	COPY OF LIMITED LIQUOR LICENCE	<input type="checkbox"/> YES <input type="checkbox"/> NO
\$10,000,000 PUBLIC LIABILITY INSURANCE	<input type="checkbox"/> YES <input type="checkbox"/> NO (May not be required for private functions – please check if insurance is required)		
Keys are to be collected during working hours, no earlier than one working day prior to use and be returned by 12 noon the next working day. <b><u>If keys are not returned the hirer will be invoiced at a cost of \$25.00 per key.</u></b> If use of cutlery and crockery is required, please advise staff of your requirements at the time of booking.			

## SCHEDULE OF FEES

For current fees please refer to Councils Fees and Charges Register, available on Councils' website or contact Councils' office.

- **All fees are to be paid in full 14 working days prior to function.**
- Bookings for two (2) or more days will received a discount of 25%.
- Council policy is not to waive facility hire fees, a request may be in writing for consideration towards sponsorship of fees.
- Cancellations with less than 10 working days' notice from the date of the booking, (close of business); will result in fees being forfeited.
- Council reserves the right to deduct cleaning costs from the bond, should this facility be left in a less than acceptable manner.
- All hirers **paying a bond** must complete and return the "Request for Refund Form" which will be forwarded with the Council invoice to recover the refundable bond.

## CONDITIONS OF USE FOR HIRING COUNCIL HALLS

1. Please do not drag chairs, trestles or anything else over the wooden floors. If any damage occurs to the floors the bond will be forfeited and/or additional costs will be incurred.
2. Please do not use glitter or confetti, the bond may be forfeited and/or additional costs will be incurred to remove.
3. Please do not move the piano, as the bond may be forfeited and/or additional costs will be incurred to retune.
4. **Do not** move the large table in the Kadina Town Hall Function Room under any circumstances, as the bond may be forfeited and/or additional costs will be incurred.
5. Interference or alterations to the present electrical wiring, lighting or other is not permitted without the consent of the Chief Executive Officer. If any damage occurs to same, Council shall be notified immediately.
6. All hirers electrical appliances must be in current tag and test with evidence of currency displayed.
7. All hirers' appliances and goods are to be removed promptly from the hall. Any extended use of power and/or other facilities following the completion of the event will require permission from Council.
8. Any breakages of crockery, spillages on carpets, or damage to appliances or facilities **MUST** be reported to Council within 2 working days of the function.
9. Under no circumstances are drinks or food to be set up or sold in the foyer of the halls without permission from Council.
10. **SMOKING IS PROHIBITED** in all Council Buildings.
11. When the Wallaroo upstairs gallery is hired with the main hall, arrangements must be made with Council for the use of the gallery; otherwise the upstairs area including the staircase is out of bounds. (Kadina and Moonta galleries are not available for hire).
12. Setting out and packing up of chairs and tables in halls.
  - Chairs are to be set up and returned to their original position and or building by the Hirer
  - A fee will be charged if Council is required to set up and pack up the halls.
13. The Chief Executive Officer or an authorised officer has the right to refuse any application for the hiring of any hall within the Copper Coast Council.
14. The Emergency Evacuation Exits must be kept clear at all times.
15. The hirer, in paying the prescribed fee, will be covered by a general public and products liability insurance policy, if they meet the criteria in Council's insurance cover. The hirer, if not covered by Council's insurance, shall take out and keep current during the period of the hire, a public and products liability insurance policy for a minimum sum of \$10,000,000 insuring against all actions, costs, claims, damages or charges and expenses which may be brought or claimed against the hirer of the premises. A certificate of currency shall be provided to Council if requested.
16. The hirer agrees to indemnify and to keep indemnified the Council, it's 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 hiring of the premises.

17. Alcoholic beverages are not to be served in the hall without the relevant Limited Liquor Licence being obtained prior to the date of hire. Please consult Consumer and Business Services, Ph 131 882, to see if a licence is required.
18. No portable cooking apparatus is to be used within the hall or kitchen without consent of Council.
19. All electrical lights and appliances must be switched off on vacating the hall, and urns emptied and left inverted. A 10% surcharge will be added to the hire fee if it found that the lights and power were left on.
20. The Council accepts no responsibility in any way for any property or equipment of the hirer or any other persons attending any function in the hired property.
21. Hirers are personally responsible for carrying out the provisions of the Places of Public Entertainment Act 1913, as amended, and all regulations made under such Act, and must accept full responsibility for the safety of the public in the event of fire during the period covered by their engagement. At all times the exit doors must be unlocked and the aisles and passageways kept clear. Hirers shall ensure that no noise is emitted, or made that causes nuisance to any member of the public and in any case ensure that the noise level does not exceed 83 decibels when measured at any place within the building.
22. Smoke machines will not be permitted within the building without consent of Council.
23. Fire detection systems shall not be isolated due to insurance issues.  
All outside doors and windows must be securely locked after every function. The hirer may be held responsible for any thefts or damage caused by unauthorised persons gaining access to the property because it was not fully locked after a function.
24. No decorations or other items are to be attached to any of the walls or fittings.
25. No animals, except service dogs are permitted on the premises.

<b>DECLARATION</b>			
I hereby acknowledge that I have read the above Conditions of Hire and will abide by same.			
I acknowledge that I have found the facilities to be in a clean and tidy condition and will ensure that the facilities will be returned to that condition after use.			
I acknowledge that it is at Council's discretion to seek reimbursement for any damage or breakages or loss resulting from our usage.			
SIGNATURE		DATE	
NAME IN FULL			

<b>OFFICE USE ONLY</b>					
BOOKING NUMBER		INSURANCE	<input type="checkbox"/> YES <input type="checkbox"/> NO	COVER DATE	
BOOKING OFFICER				DATE	
BOND PAID		RECEIPT NUMBER		BOND REFUNDED	
AUTHORISED OFFICER				APPROVED / DECLINED	

### **Wallaroo Town Hall**

<b>Seating capacity</b>	300 main hall (300 seats available)
	Upstairs Gallery 230 seated
<b>Stage area</b>	Length 13.5 meters x Width 8.5 metres

The Wallaroo Kitchen Facility includes – use of cold room, 2 electric ovens, (conventional & convection), gas hot plates, micro-wave oven, crockery and cutlery for 200 people.

Included with the hire of the Wallaroo Town Hall is an undercover area suitable for cooking with barbecues.

### **Kadina Town Hall**

<b>Seating Capacity</b>	200 main hall (150 seats available)
	Upstairs Gallery not available for hire
<b>Stage Area</b>	Length 8 metres x Width 6 metres

### **Moonta Town Hall**

<b>Seating Capacity</b>	200 main hall (200 seats available)
	Upstairs Gallery not available for hire
<b>Stage Area</b>	Length 10 metres x Width 8 metres