



APPLICATION FOR COMMUNITY HALL/ MEETING ROOM HIRE

Date of Application:			
Surname / Club / Org:			
Given Names:			
Address:			
Telephone:	Business:	Private:	
	Mobile:		
	Email:		

I of

hereby make application for the premises set out in the Schedule to this application for the day and the times specified in the Schedule. I acknowledge having received and read a copy of the Conditions of Hall/Meeting Room Hire and undertake to be bound by and comply with these Conditions in every respect. I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with the Conditions.

Applicant Signature: Date:

SCHEDULE

DETAILS OF BOOKING				
Name of Hall:				
Date of Hiring:	From:		To:	
Time of Hiring:	From:		To:	
Hire Fee:				
DETAILS OF FUNCTION				
Type of Function:				
Number of people attending:				
Public Liability Insurance Cover required: Yes <input type="checkbox"/> No <input type="checkbox"/>				
(If 'No', Certificate of Currency Must be provided to Council)				
Certificate of Currency provided?			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Insurance Levy applicable:	Yes <input type="checkbox"/> No <input type="checkbox"/>		IF 'Yes', amount:	
SECURITY DEPOSIT (if required):				
Amount:		Receipt No:		Date:



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INSPECTION RECORD

The facility should be checked prior to the function, to ensure that

- The venue is in a suitable condition for use
- All equipment to be used is stored correctly
- All equipment to be used is available for use.

After the function, the facility should be checked again in order to:

- Verify compliance with the conditions of use and to
- Compile a record of the condition of the premises.

PRE-EVENT INSPECTION			
Council Officer:		Inspection Date:	
Facility Clean?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Equipment stored correctly?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Emergency exits clear?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fire fighting equipment in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Structural damage?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Equipment loss or damage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
POST-EVENT INSPECTION			
Council Officer:		Inspection Date:	
Facility Clean?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Equipment stored correctly?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Emergency exits clear?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fire fighting equipment in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Structural damage?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Equipment loss or damage?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Council Signature:

Date:

Print Name:

Client Signature:

Date:

Print Name:



Event Safety Analysis

Version 01 January 2006

Controller: Approved By:

Review date:

JUNE 07

(Reg 17 Hazard Identification, Reg 18 Risk Analysis, Reg 19 Risk Control – Work Place Health & Safety Regulations 1998)

Site Description:.....

Start Date...../...../..... End Date...../...../.....

Activity Description:.....

ITEM	ACTIVITY	HAZARD IDENTIFICATION	CONSEQ	LIKELIHOOD	LEVEL	ACTION TO CONTROL HAZARD	
							<p>CONSEQUENCE: 1 – Insignificant No injuries, no financial loss</p> <p>2 – Minor First aid treatment, on-site release immediat contained, medium financial loss</p> <p>3 – Moderate Medical treatment required, on site release contained without assistance, high financial loss</p> <p>4 – Major Extensive injuries, loss of production capability, off site release with no detriment effects, major financial loss</p> <p>5 – Catastrophic Death, toxic release off site with detrimental effect, huge financial loss</p> <p>LIKELIHOOD: A – Almost Certain Is expected to occur in most circumstances</p> <p>B – Likely Will probably occur in most circumstances</p> <p>C – Possible Might occur at some time</p> <p>D – Unlikely Could occur at some time</p> <p>E – Rare May occur only in exceptional circumstance</p>

Name:.....Signature:.....	Likelihood:	Consequence:					RISK LEVEL:
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5	
Name:.....Signature:.....	A (almost Certain)	H	H	E	E	E	E; extreme risk; immediate action required
Name:.....Signature:.....	B (likely)	M	H	H	E	E	H; high risk; senior management attention needed
Name:.....Signature:.....	C (moderate)	L	M	H	E	E	M; moderate risk; management responsibility must be specified
Name:.....Signature:.....	D (unlikely)	L	L	M	H	E	
Name:.....Signature:.....	E (rare)	L	L	M	H	H	L; low risk; manage by routine procedures

Event managed in accordance with the “Code of Practice for Risk Management of Agricultural Shows and Carnivals”

Yes No

Assessment OfficerDate.....



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CONDITIONS OF HALL/MEETING ROOM HIRE

The Council grants the hire of Hall/Meeting Room subject to the following conditions:

1. APPLICATION

The right to use the Hall/Meeting Room is subject to the Council/Hall Management Committee receiving an application in the required form signed by the proposed hirer undertaking to comply with these conditions. If the proposed hirer is a club, the application must include the personal undertaking by an office bearer of the club.

2. SECURITY BOND

A security bond as required by Council shall be paid by the hirer at the time of booking as a guarantee of fulfilment of these conditions, and as security against damage to the building or any fittings and furniture contained therein, and for any cleaning arranged by the Council/Hall Management Committee resulting from the hirer's use of the premises. The hirer shall be liable on demand by the Council to pay any further amount in excess of such bond to meet the full cost of such damage or cleaning. If there is no breach of the conditions of usage or damage to the building or any fittings and furniture therein or abnormal cleaning the deposit will be returned within 1 week of the use of the premises.

3. HIRE FEES

Hire Fees shall be as determined by the Council on an annual basis.

4. CANCELLATION OF BOOKING

Any cancellation of a booking for the hire of the premises shall be made at least 24 hours prior to the date of the function otherwise half the hire fee may be forfeited to the Council/Hall Management Committee.

5. INSURANCE

The hirer shall take out and keep current during the period of hire a public liability insurance policy insuring for a sum of not less than five (5) million dollars, insuring against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the hirer or both arising out of or in relation to the hiring arrangement. Proof of this policy must be by way of a Certificate of Currency, which must be annexed to this agreement, and form part of the agreement.

For organisations without public liability insurance cover, Council has negotiated a blanket cover with its insurers (Civic Mutual Plus). This is available to organisations up to a maximum of 12 occasions throughout the year at a cost of \$20 per booking.

6. ACTS AND REGULATIONS

The hirer will comply with all Acts, Regulations and By-laws and obtain any required permits where applicable relevant to the activity being undertaken as part of this application.

7. PERMISSION TO OCCUPY

The right conferred on the hirer shall be a permission to occupy and shall not be construed as a tenancy. Nothing contained in these conditions shall confer on a regular hirer the right to exclusive possession and the Council may at its discretion allow other individuals and groups to have casual use of the premises.

8. ASSIGNMENT

Hirers that are granted permission to use the Hall/Meeting Room shall not assign the right of use to any person, organisation or body.

9. DETERMINATION

If the hirer commits, permits or allows any breach or default in the performance and observance of any of these conditions the Council may terminate the permission to use the premises and the hirer shall immediately vacate the premises and the security deposit shall be forfeited to the Council.



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10. THEFT

Neither the Council nor its servants shall be liable for any loss or damage sustained by the hirer or any person, firm or corporation entrusting to or supplying any article or thing to the hirer by reason of any such article or thing being lost, damaged or stolen. The hirer hereby indemnifies the Council against any claim by any such person, firm or corporation in respect of such article or thing.

11. REFUSAL TO GRANT HIRE

It shall be at the discretion of the Council to refuse to grant the hire of the Hall/Meeting Room in any case and, notwithstanding that permission to hire the premises may have been granted or that these conditions may have been accepted and signed and the fees and deposit paid, the Council shall have the power to cancel such permission and direct the return of the fees and deposits so paid. The hirer hereby agrees in such case to accept the same and shall be held to have consented to such cancellation and to have no claim at law or in equity for any loss or damage in consequence thereof.

12. GOOD ORDER

The hirer shall be responsible for the full observance of these conditions and for the maintenance and preservation of good order in the premises throughout the whole duration of the period of use.

No spitting, obscene or insulting language or disorderly behaviour or damage to property shall be permitted in any part of the premises.

Smoking is not permitted in any Council building.

13. CLEANLINESS

The hirer is responsible for leaving the premises in a clean and tidy state, and shall immediately remove all rubbish, refuse and waste matter. Any cost incurred by Council in cleaning the premises resulting from the condition in which the hirer left the premises shall be recoverable from the hirer.

14. DAMAGES

(a) The floors, walls, curtains or any other part of the building or any fittings or furniture shall not be broken, pierced by nails or screws or in any other way damaged.

(b) The hirer shall accept full financial responsibility for damage to Council property except for normal wear and tear.

15. SIGNAGE

No notice, sign, advertisement, scenery, fittings or decorations of any kind shall be erected on the building or attached or affixed to the walls, doors or any other portion of the building, fittings or furniture, without prior consent of the Council.

16. DISPUTES

In the event of any dispute or difference arising as to the interpretation of these conditions or of any matter or thing contained therein, the decision of Council thereon shall be final and conclusive.

17. PERSONAL INFORMATION PROTECTION STATEMENT

The personal information requested on this form is being collected by the Council for the purpose(s) of processing applications for community hall and / or meeting room hire and will be used for that/those primary purpose(s).

The intended recipients of the information are Council Officers, data service providers engaged by Council from time to time / any other agent or contractor of Council. Council may disclose the information to law enforcement agencies, courts and other organisations authorised to collect it.

Failure to provide this information will result in your application not being able to be processed.

Personal information will be managed in accordance with the Personal Information Protection Act 2004 and you may make application for access or amendment to your information in writing to the General Manager, PO Box 210, Huonville 7109. You may be charged a fee for this service.