



# Wattle Range COUNCIL

## Hall Hire Permit

I \_\_\_\_\_  
 \_\_\_\_\_  
 (Name)  
 for and on behalf \_\_\_\_\_ hereinafter called the "permit holder"  
 \_\_\_\_\_  
 (Organisation, Business, Group)  
 of Address \_\_\_\_\_  
 of Telephone \_\_\_\_\_

**PLEASE NOTE: A \$500 BOND IS REQUIRED PRIOR TO COLLECTION OF KEY FOR FUNCTIONS WHERE ALCOHOL IS TO BE SERVED OR CONSUMED**

Hereby make application to the WATTLE RANGE COUNCIL to hire the following facility as indicated below (please mark relevant box):

	General Fee Schedule	Community Group Fee Schedule
<input type="checkbox"/> Millicent Civic and Arts Centre		
<b>Auditorium and Associated Areas</b>		
<input type="checkbox"/> Auditorium and Foyer	\$286.00	\$71.50
<input type="checkbox"/> Auditorium including kitchen, supper room, foyer and bar – Unlicensed functions (Dinners, Luncheons)	\$395.00	\$98.75
<input type="checkbox"/> Auditorium including kitchen, supper room, foyer and bar – Licensed functions (Dinners, Weddings, Cabarets)	\$500.00	\$125.00
<input type="checkbox"/> Auditorium including Dressing Rooms (Stage Productions) – does not include kitchen and supper room	\$580.00	\$145.00
<b>Function Room/Supper Room Areas</b>		
<input type="checkbox"/> Function Room/Supper Room (Meetings) – does not include kitchen	\$ 106.00	\$36.50
<input type="checkbox"/> Function Room/Supper Room including kitchen, foyer, bar (e.g. Dinners, Receptions)	\$186.00	\$46.50
<b>Extra Charges</b>		
<input type="checkbox"/> Piano (Additional costs will be applicable if tuning is required)	\$110.00	\$110.00
<input type="checkbox"/> Rehearsals/Set Up	\$30.00/hour	\$0.00
<input type="checkbox"/> Tablecloth Hire	\$11.00/each	\$11.00/each
<input type="checkbox"/> Millicent RSL Hall	<b>General Fee Schedule</b>	<b>Community Group Fee Schedule</b>
<input type="checkbox"/> Hall Only	\$151.00	\$37.75
<input type="checkbox"/> Hall, Kitchen & Bar	\$195.00	\$48.75
<input type="checkbox"/> Rymill Hall – Penola	<b>General Fee Schedule</b>	<b>Community Group Fee Schedule</b>
<input type="checkbox"/> Hall Only	\$151.00	\$37.75
<input type="checkbox"/> Hall, Supper Room and Kitchen	\$195.00	\$48.75
<input type="checkbox"/> Supper Room Only	\$111.00	\$27.75
<input type="checkbox"/> Penola Stadium	<b>General Fee Schedule</b>	<b>Community Group Fee Schedule</b>
<input type="checkbox"/> Hire Fees (per hour)	\$20.00/hour	\$5.00/hour

For the purpose of \_\_\_\_\_  
 \_\_\_\_\_  
 (Name of the event)  
 Date of Event \_\_\_\_\_ Between the hours of \_\_\_\_\_ and \_\_\_\_\_  
 Are you seeking the Community Group Hire Fee Schedule to be applied for your Event?  Yes  No  
 Is alcohol to be served or consumed? \*\*  Yes  No  
 Approximate numbers attending \_\_\_\_\_

\*\* NOTE: Where alcohol forms part of the hire, the hirer is responsible for obtaining the necessary liquor licence for the function. Please note that any Liquor Licence Applications must be lodged with the Office of the Liquor and Gambling Commissioner at least 14 days prior to your event. A letter of support from Council is a requirement for such application.

Name of person/organisation responsible for obtaining and complying with the Liquor Licence: \_\_\_\_\_  
 (Council may request that a copy of the approved Liquor Licence be provided to Council prior to the function).

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 of Hire which the Council may determine and attached hereto.
- 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 Conditions or Special Conditions of permit.

General Conditions of Permit

1. **Bond** - A bond must be paid by the permit holder for events where alcohol will be served or consumed as security against damage to the building, furniture, fittings and any cleaning undertaken by Council resulting from the use of the premises. Bond amounts must be paid in full prior to the hire date.
  - the permit holder will be liable for any additional amount in excess of the bond to meet the full cost of damage/cleaning.
  - if there is no breach of the conditions of usage, the bond will be refunded in full within a maximum of 14 days post hire date.
  - the Council will have discretion as to whether any part of the bond is returned to the permit holder should a breach occur.
  - if the permit holder wishes to dispute the decision to retain part or all of the bond, the permit holder should place their request in writing to Council.
2. **Security** – At Council's discretion, upon application to hire a facility for the purpose of large events, teenage through to 21<sup>st</sup> Birthday parties and functions where alcohol will be served and consumed, the permit holder must put into place supervision and security measures to the satisfaction of Council. If a security company is engaged the following applies:-
  - the permit holder is responsible for all security and crowd control aspects of their function;
  - privately uniformed security must be licensed under the relevant Act.
  - the permit holder must ensure all security personnel are comprehensively briefed on their roles and responsibilities and are familiar with emergency evacuation routes and procedures.
  - the permit holder must ensure appropriate numbers of security are contracted for the nature of the function. The nature of the function – e.g. number of attendees/nature of attendees/provision of alcohol etc will determine the number of security personnel required.
  - the permit holder must not permit the number of the people attending the facility to exceed the maximum number specified in the Hire Agreement Form.
3. The permit holder agrees to indemnify and to 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 or use of the facility.
4. Where requested by Council, the permit holder shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of ten million dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity. The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.
5. 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.
6. The permit is not transferable.
7. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
8. The permit holder shall notify the Council at the time of the application, if alcohol is to be served or consumed during the period of the permit. If applicable, it is the responsibility of the permit holder to obtain a Liquor Licence if alcohol is to be served or consumed.
9. No adhesive tape, bluetack or drawing pins shall be used on walls or ceilings. If suitable anchors are provided, decorations may be hung from them.
10. No polish, floor speed or other material is to be used on the floor without the prior written approval of the Council who shall reserve the right to refuse the same.
11. The permit holder shall ensure that any breakages of glass or spillage of food or drink are cleaned up immediately.
12. At the completion of the function, all tables, chairs and other furniture must be placed in their original storage locations.
13. All litter resulting from any function must be removed and placed in the mobile garbage bins/skip bins provided and floors swept if necessary. For hires that result in the generation of excessive waste or for functions that continue over multiple days additional bins can be provided but will result in an additional fee being charged to the Permit Holder.
14. The permit holder shall ensure that all doors and windows are securely fastened and lights, heaters/air conditioning, kitchen appliances etc are extinguished when leaving the facility.
15. The use of the facility may be hired for pre-function setup prior to the time of hire for decorating and set up purposes (max 3 hours) subject to there being no other booking for that time and always at the discretion of Council. **Pre-function set up is charged at the rate of \$30.00 per hour.**
16. The permit holder will be responsible for the costs associated with the repair and/or replacement of any damaged furniture, fixtures or fittings and any extraordinary cleaning costs.
17. Normal hire charges may be applied if a cancellation is not received at the Council office at least seven (7) days prior to the

reserved date.

18. This permit may be revoked by Council if the permit holder fails to comply with a condition of the permit and may be revoked in any other justifiable circumstance.

19. Hirers are reminded that the arrangements for the preparation and serving of food must comply with the provisions of the Food Act.

I acknowledge that I have read and understand the permit conditions and agree to abide by the said conditions. This permit will not come into operation until proof of the appropriate insurance has been provided to the Council (if requested), the appropriate Hire Fee and/or Bond (if applicable) has been paid in full, and a copy of this Permit signed by the Council has been returned to the Permit Holder.

Signed for and on behalf of the permit holder

Name \_\_\_\_\_ Date \_\_\_\_\_  
Position \_\_\_\_\_ Signature \_\_\_\_\_

Signed by or on behalf of the Council

Name \_\_\_\_\_ Date \_\_\_\_\_  
Position \_\_\_\_\_ Signature \_\_\_\_\_

Council contact Name/Number for further information in relation to this Hall Hire Permit:

Name \_\_\_\_\_  
Position/Contact Number \_\_\_\_\_

Council Authorisation				
Insurance Required	Yes / No	Insurance Received	Yes / No	Hall Hire Fee Applicable \$
Bond Required	Yes / No	Bond Received	Yes / No	Bond Fee Applicable \$
Security Required	Yes / No	Bond A/C - 9040160		Payment method – Cash/Eftpos/Cheque
Receipt No. _____				
Permit Approved /Denied				
Signed	_____	Date	_____	
Name	_____	Copy forwarded to Permit Holder on / /		

Bond Refund Payment Voucher – Refund paid via Electronic Funds Transfer (EFT)		
Please provide the information requested to enable prompt processing:		
Account Name:	_____	
Bank Name:	_____	
BSB	_____	
Account Number:	_____	
Postal Address:	_____	
<b>OFFICE USE ONLY</b>		
Confirmation received for Bond Refund	<input type="checkbox"/>	
Documentation attached for nil/part bond repayment	<input type="checkbox"/>	
<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>TOTAL</b>
9040160	Bond refund for Facility Booking	\$
<b>PAYMENT TOTAL</b>		\$