



# Wattle Range

## COUNCIL

### Hall Hire Permit

(Facilities Managed by Council Section 41 Committee)

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

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

<input type="checkbox"/>	Kalangadoo Riddoch Institute
<input type="checkbox"/>	Rendelsham Community Hall
<input type="checkbox"/>	Tantanoola Institute Hall

for the purpose of \_\_\_\_\_  
(Name of the event)  
Date of Event \_\_\_\_\_ Between the hours of \_\_\_\_\_ and \_\_\_\_\_  
Approximate numbers attending \_\_\_\_\_

Alcohol **will / will not** be served or consumed.

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).

Permission to use polish, floor speed etc. **is / is not** requested

The issuing of this permit is subject to :-

- The permit holder agreeing to the General Conditions of the permit as contained herein.
- The permit holder agreeing to all Special Conditions which the Council may determine.
- The permit holder paying the prescribed fee.
- 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. 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.
2. 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.
3. 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.
4. 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.
5. The permit is not transferable.
6. 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.
7. The permit holder shall notify the Council at the time of the application, if alcohol is to be served 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.
8. 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.
9. 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.
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 the function, all tables, chairs and other furniture must be placed in their original storage locations.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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 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 Authorisation			
Insurance Required	Yes / No	Insurance Received	Yes/No
		Fee Applicable \$	
		Receipt No. _____	
Permit Approved /Denied			
Signed	_____	Date	_____
Name	_____	Copy forwarded to Permit Holder on / /	

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

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