

Please print clearly in BLOCK LETTERS with a black pen. Please tick  the appropriate boxes.

This form may be used to obtain a quote for the booking.

### 1 Hirer details

Name of hirer	Full name / Organisation & Contact Name			
Postal address <input checked="" type="checkbox"/>	Street or PO			
Daytime contact details	Phone		Fax	
	Mobile		Email	
Conditions of hire signed (overleaf)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Receipt/Invoice delivery method	<input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Fax	
Invoice for hire required?	<input type="checkbox"/> Yes			

\*Please attach a current copy of your \$20 million Public Liability Insurance Certificate of Currency

### 2 Booking details

Hall Details	Name of Hall			
Booking date/s	Date/s			
	Start/Finish Time/s			
	Likely Number of Participants			
Describe the equipment, if any, to be brought into Hall/Log Cabin				

Event type

**Not-for-profit/Community event**  
If ticked: Is your organisation a registered not-for-profit organisation?  Yes  No  
Is your event a charitable fundraiser?  Yes  No

**Commercial/registered clubs/incorporated body**  
If ticked: You must provide a copy of your \$20 million public liability insurance

**Party/celebration**  
If ticked: Will there be alcohol at the event?  Yes  No  
**Will you be supplying alcohol ?**  Yes  No  
(If yes, servers must hold a current Responsible Service of Alcohol certificate)  
**Will you be selling alcohol ?**  Yes  No  
(If yes: you must provide a copy of your appropriate liquor licence from the Office of Liquor, Gaming and Racing).

If you ticked yes to any of the above, you are responsible for notifying the police at least 72 hours of your event: [www.mynite.com.au](http://www.mynite.com.au)

**Will you be providing security?**  Yes  No  
If yes, please name the security company being used

Please note: *The Booking Officer may assess that your booking or hire requirements may require security personnel at the event.*

Booking/hire requirements (Including use of urn/heating/etc)	<input type="text"/>
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### 3 Quote for booking (booking officer to complete)

Hire fees	<input type="text"/>	Bond	<input type="text"/>	Total	<input type="text"/>
Is security required for this booking? <input type="checkbox"/> Yes <input type="checkbox"/> No					

### 4 Post-hire inspection outcome (committee to complete)

Inspected by	<input type="text"/>	Date	<input type="text"/>	Phone	<input type="text"/>
Bond to return	<input type="text"/>	Bond to forfeit (inc. GST)		<input type="text"/>	
Forfeit reason	<input type="text"/>				

If the bond is to be forfeited in full or in part, it must be returned to Council.

# HIRE AGREEMENT TERMS & CONDITIONS OF HIRE

All bookings are at the discretion of the Committee.

Bookings are subject to the fees and charges, including any cancellation fees, as published in the Bega Valley Shire Council schedule of fees and charges available at <http://begavalley.nsw.gov.au/YourCouncil/Fees/Fees.htm>

Bega Valley Shire Council (BVSC) reserves the right to cancel any booking. If this action is taken, the Committee and Bega Valley Shire Council will not be liable for any loss or damage resulting from the cancellation.

## Hirers Responsibility

1. The Hirer will:
  - (a) only use the area/s negotiated at the time of booking the facility for the purpose and those times specified on the Booking Form;
  - (b) maintain the facility in the condition it was in at the commencement of the term of hire, subject to usual wear and tear;
  - (c) allow the BVSC and its employees and agents all reasonable access to the facility;
  - (d) inform the Committee and BVSC immediately on the Hirer becoming aware of any breakage or damage to the facility or its fittings or fixtures and pay for any damage or loss suffered by BVSC that is caused by the Hirer, its invitees, agents or employees;
  - (e) not attach in any way to walls, doors, glass, floors, furniture or fittings in or around the facility any nails, screws, adhesive tape, signs or other item without the prior consent of Bega Valley Shire Council;
  - (f) not interfere with or alter any of the electrical installations, lighting, sound systems or other technical equipment owned by BVSC;
  - (g) familiarise themselves with the location of First Aid Kits, Emergency Exits, Fire Extinguishers and Emergency Phone Numbers at the site;
  - (h) familiarise themselves with the security procedure to be followed at the site;
  - (i) use all equipment, resources and facilities in an appropriate manner. Any costs sustained by BVSC as a result of the misuse of the above will be passed on to the Hirer;
  - (j) keep all keys and security alarm codes safeguarded and confidential;
  - (k) follow all directions and conditions provided by the Committee and BVSC at the time of confirmation of the booking.
2. The Hirer must not sub-let any space within the facility.
3. The Hirer must be mindful of the impact of their activity on others using the facility and respect their space. The Hirer must ensure the level of noise must not inconvenience any other tenants or users of the facility, nor surrounding businesses or residences.
4. At the end of the period of hire, the Hirer must:
  - (a) vacate the facility by the time specified;
  - (b) ensure that lights, air conditioners and other appliances are turned off;
  - (c) secure rooms and the facility as arranged;
  - (d) leave the facility in a clean condition and all goods, properties or materials brought in by the Hirer must be removed from the facility;
  - (e) return all tables and chairs (to be stacked) to the rooms in which they were found;
  - (f) remove all rubbish.

## **Kitchen Areas**

5. Use of the kitchen within the facility is included in this hire.
6. BVSC is not responsible for the food handling practices of the Hirer. It is the responsibility of the Hirer to comply with all safe food handling regulations and acts.
7. Should the Hirer engage the services of a catering company, the catering company is responsible for complying with all safe food handling regulations and acts.
8. The kitchen area must be returned to the condition it was in at the commencement of the hire (including but not limited to) all dishes must be cleaned and put away and all rubbish must be disposed of in an appropriate manner.

## **Non Council property and equipment**

9. Property not belonging to BVSC and located at the facility during the currency of the Hire Agreement shall be so located at the owner's risk. The Committee and BVSC shall have no responsibility for its safety.
10. Property not belonging to BVSC may not be left at the facility outside of the term of the Hire Agreement other than with the express agreement with the Committee. In those cases, the property and/or goods are at the owner's risk and the Committee and BVSC shall have no responsibility for its safety.

## **No smoking**

11. All enclosed Council facilities are strictly non-smoking venues and the Hirer shall undertake responsibility to enforce this prohibition.

## **Insurance**

12. All registered clubs, incorporated organisations or commercial enterprises hiring Council facilities must have public liability insurance with cover of \$20 million. A Certificate of Currency for the required Public Liability Insurance must be provided to Council prior to the hire of the venue.

## **Indemnity**

13. The Hirer shall indemnify BVSC against all actions, suits, claims, demands, proceedings, losses, damages, compensation, costs (including solicitor and client costs), charges and any expense whatsoever in respect of any personal injury caused or contributed to by the negligent act or omissions, breaches of contract or breaches of statutory duty of the Hirer, its servants, members, invitees or agents for damage to equipment or any other property of the BVSC or any other person or corporate body arising out of, or incidental to, the use of the property or facilities thereon by the Hirer and caused by the Hirer, its servants, members, invitees or agents.
14. The Hirer shall also indemnify and keep indemnified BVSC from and against all loss of or damage to the property of the BVSC real or personal including (but not limited to) the BVSC premises and including any fixtures, furnishings or goods of the BVSC herein caused by or arising out of the acts, neglects or defaults of the Hirer, its agents or contractors or which without any negligence or default would not have been sustained but for the agreement hereby granted.

# HIRE AGREEMENT

I, \_\_\_\_\_ certify that I am 18 years or over and have read and agree to be bound by the requirements above as provided at the time of confirmation of booking and agree to tender hire charges in full.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Authority to sign agreement

If this agreement is signed on behalf of the Hirer, then the person signing covenants that they have the authority to sign this agreement as a duly authorised agent of the Hirer and accepts personal responsibility for the performance of the terms of this agreement.

*Thank-you for your booking.  
The community appreciates your efforts in looking after this valuable community asset.*