

Maryborough Town Hall – Application for Hire & Conditions of Use

Print clearly using black/blue pen only

Name of Organisation:			
ABN if applicable:			
Name of Contact Person:			
Postal Address:		Postcode:	
Email			
Telephone Number:		Mobile:	
Nature of Activity (e.g. wedding):			
Anticipated Number Attending:			
Date of Hire:			
Event Times:			
Set Up Times and Dates:			

The onus is on the Hirer of the Town Hall to arrange the set up for their event. If you require Shire staff to set up, prior notification and a plan of the set-up is required. This will be charged as per Hire Conditions:

- Yes Is set up required by Council Staff? (\$80.00 per hour) – Ledger 1450400.01
- No

The onus is on the Hirer to arrange the clean-up of their event. If you require Central Goldfields Shire staff to clean up, prior notification is required. This will be charged as per Hire Conditions:

- Yes Is clean up required by Council Staff? (\$80.00 per hour) – Ledger 1450400.01
 (invoice to be sent after event)
- No Clean up Times and Dates _____

Will alcohol be consumed/ served at event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will Food or Drink be Sold?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Hirers: please note when considering your event times that we cannot guarantee availability of staff to provide access to the facility at short notice, so please allow adequate time for all of the below:

- Have you allowed time for setting up your event?
- Do you need extra time for caterers to prepare for the event?
- Will the entertainers be arriving earlier to set up?
- Have you considered the time needed for cleaning up, removal of equipment etc?

(If insufficient space please attach a list of dates together with setup layout plan required).

Areas Required – (Tick areas required)

- | | |
|--|--|
| <input type="checkbox"/> Town Hall | <input type="checkbox"/> Lower town Hall |
| <input type="checkbox"/> Town Hall Balcony | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Foyer |
| <input type="checkbox"/> Change Rooms | |

Seating, Table Requirements & Equipment – (Tick and nominate number required)

Tick	Number Available	Number Required
<input type="checkbox"/> Padded Seats	204	_____
<input type="checkbox"/> Plastic Chairs	55	_____
<input type="checkbox"/> Round Tables	29	_____
<input type="checkbox"/> Plastic Tables Square	24	_____
<input type="checkbox"/> Timber Tables Square	10	_____
<input type="checkbox"/> Front Stage Steps	1 set	_____
<input type="checkbox"/> Lectern	1	_____
<input type="checkbox"/> Sound System		
<input type="checkbox"/> Stage Steps		

Note: Please ensure that all exits are clear of any obstructions at all times during event.

If you wish to have your bond refund paid into your account by E.F.T. please advise us of the following:

Bank Name:	
BSB Number:	
Account Number:	
Account Name:	

Please note the following fees (from 1 July 2019) are due to be paid two weeks prior to your booking.

Hall Hire fees (ledger 1450400.01)	\$360.00	_____
Community Use Hall Hire fees (ledger 1450400.01)	\$210.00	_____
Refundable town hall bond (ledger 80240.23)	\$300.00	_____
Kitchen Hire fees (ledger 1450400.01)	\$ 50.00	_____
Lower Town Hall	\$ 50.00	_____
Refundable key bond (ledger 80240.23)	\$ 100.00	_____
Public Liability Insurance (ledger 1450400.01) <i>payable if hirer does not have their own policy</i>	\$ 25.00	_____
Sound system (ledger 1450400.01)	\$ 56.00	_____
Sound system bond (ledger 80240.23)	\$250.00	_____
Setting up fee by Council workers if applicable (ledger 1450400.01) billed after event	\$ 80.00/hr	_____
Clean Up by Council workers if applicable (ledger 0450400.01) billed after event	\$ 80.00/hr	_____

TOTAL

Conditions of Use

Definition: The Maryborough Town Hall includes the whole of the building including the Lower Town Hall unless specifically stipulated.

Bond Fees: The Bond shall be held in trust by the Shire until a post-event inspection is completed. The Shire retains the right to deduct from the bond any costs associated with repairs or replacement of any fixtures, fittings, furniture or part of the building damaged due to the subject event.

A Bond of \$50 is required for the use of the key. This amount is totally refundable but the key must be returned on the first working day after the event. One key only will be issued to the hirer. Contractors working within the Town Hall for the event will need to gain access from the hirer. No additional keys will be issued.

The Bond will be refunded within 5 working days of the event.

Decorations: No decorations or any other items shall be hung or attached to the internal structure of any area of the Town Hall without prior approval of the Customer Service staff at the Central Goldfields Shire. Decorations may be directly attached to the suspension clip in the centre of the Town Hall. String or fishing line may be tied and strung to the central suspension clip but all traces must be removed after the event. Lighting (such as fairy lights) can be hung from the balcony

Staple guns, nails, tape or blue tack are not to be used.

Ladders for placement of decorations are NOT to be leant against the walls of the Town Hall.

If using electrical leads, they must be taped down to the floor in all areas of the Town Hall to prevent trips and falls by patrons.

Set Up: The onus is on the Hirer of the Town Hall to arrange the set up for their event. If you require Shire staff to set up, prior notification and a floor plan is required.

**** Note:** Generally the only tables allowed to be used inside the Town Hall are those detailed above.

However, trestles and other tables may be allowed subject to prior arrangement with the Shire's Customer Service Staff.

Tables must be placed no closer than 1.5 metres from the fire exits to allow for adequate clearance in the case of an emergency.

Clean Up:

- All works surfaces are to be wiped clean
- Chairs to be cleaned, stacked and put away
- Tables to be cleaned and put away
- Rubbish bagged and placed in bins provided. Bins are located in the foyer, Bins are to be placed in Neill St on footpath for collection Monday morning.
- Linoleum floors to be swept and mopped
- Wooden floors swept – **NOTE** no detergent is to be used on polished floors.
- Spills on polished floors should be mopped with warm water only.
- Mops and cleaning equipment are kept in switch board room.

The clean-up is to take place ASAP after the event and during the period of hire. The clean applies to ALL areas used with special attention paid to the kitchen, toilets and immediate areas outside the Town Hall.

If you require Shire staff to clean up after the event, prior notification must be given. Clean up work not done by the Hirer will be undertaken by Shire staff and billed at a rate of \$80/hr.

Glasses: Must be supplied by the Hirer.

Supervisory Personnel: The Hirer of the Town Hall is responsible for the supervision of the event. Supervisory personnel are to be conversant with all the Conditions of Use.

Emergency: The Hirer should be aware of the Exits and the positioning of the fire extinguishers in the case of an emergency

Piano: The piano may only be used or moved with the express permission of the Shire Customer Service Staff and on the hirer accepting responsibility for the costs involved in tuning and moving the piano.

No Smoking: The entire Town Hall is NON SMOKING area. Butt containers for outside smokers are located at the Neill St entrance.

Seating Layout: A seating plan of the Town Hall is attached for the balcony area and also seating for the main hall area. The maximum number of patrons for functions in various areas within the Hall is determined by Building Regulations and is dependent upon size of area and type of use eg Foyer area has a maximum of 50 people only.

- Main Hall (including balcony seating) 450

Liquor Licence: The Maryborough Town Hall is not a licensed premise, therefore the onus is on the hirer to gain any appropriate liquor licences. The appropriate form can be downloaded at www.liquor.vic.gov.au and must be lodged 30 days prior to the intended event.

Sale of Food & Drink: Approval is required to sell food or drink from the Town Hall and this includes where tickets have been sold prior to the event and may be part of the entertainment. An application for registration of a temporary food premises is available from Customer Service Staff at the Shire offices. These requirements are in accordance with the Food Act.

Candles, Smoke & Fog Machines: The use of candles, smoke or fog machines in the Maryborough Town Hall is generally not permitted. However, an exception will be made for candles as part of table arrangements for weddings and balls.

Please ensure that all users including entertainers are made aware of this.

Public Liability Insurance: The Hirer is required to have Public Liability Insurance to the amount of \$10 million. Proof of insurance must be submitted to the Shire's Customer Service when payment is being made. If the hirer does not have insurance they are able to obtain cover from the Shire at a cost of \$25. Please speak to the Customer Service staff about utilising the Shire's insurance cover.

Reduction of Fees: Central Goldfields Shire sometimes receives requests to consider a reduction in the hiring fees or even free use of the Town Hall. **NOTE:** A Policy has been adopted by Council which sets out the Hire rates for the Town Hall and the Policy provides for a substantial discount for community based events. Generally, no further reductions will be considered as the Shire is required to cover the costs of lighting, heating, cooling, cleaning, maintenance and inspections.

Inspections: The Town Hall will be checked by Shire staff before and after the event.

Acceptance of Conditions

In making this Application for Hire, it is hereby acknowledged that the Conditions of Use have been received and examined by me/us and I/we are FULLY AWARE and ACCEPT that, should this application be approved, the Conditions of Use as set out above become part of the Agreement to Hire the facilities.

In making this application, it is further acknowledged and I/we have arranged:

Public Liability Insurance through Council's Hirer's Liability Insurance

OR

Provided proof of current Public Liability Insurance (\$10 Million)

Name:	
Signed:	
For and On Behalf of: (Name of Organisation)	
Date:	

OFFICE USE ONLY:

Approved:			
Signed:			
Date:			
Building Maintenance Supervisor advised:		Works Order raised:	
Venue booked:		Invoice raised:	
Notes:			