

# Maryborough Town Hall

## Application for Hire Form – 2020/21



### About You / Your Organisation

Name/ Name of Organisation:			
ABN (if applicable)			
Name of Contact Person:			
Postal Address:		Postcode:	
Email			
Telephone Number:		Mobile:	

\* All of the above fields must be completed prior to Council processing your booking request.

### Proposed/ Intended Use

Nature of Activity (e.g. wedding):			
Expected number of attendees:			
Date of Hire:			
Booking time/s required:			
Duration:		No. of attendees:	
Set Up Times and Dates: (if applicable)			

### Insurance Cover

#### **PUBLIC LIABILITY INSURANCE IS COMPULSORY**

Facilities cannot be hired without insurance. Please tick the relevant boxes required.

Do you/ your organisation have public liability insurance coverage? Yes  No

**Please note-** All incorporated bodies or organisations must provide a copy of Certificate of Currency upon submitting an application to confirm adequate Public Liability cover.

If you/ your organisation is a not-for-profit, community group or community user that does not have existing public liability cover you may be able to obtain insurance coverage through Council's public liability 'Hirers of Council owned or controlled facilities'. This cover can be provided for an additional fee of \$10.00 and cannot be used for activities that are for commercial gain, sporting activities, rock/pop concerts, high risk activities or festivals.

Do you require Council hirer's insurance cover for your event? Yes  No

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### Booking requirements

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	

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

<input type="checkbox"/> Yes	Is set up required by Council Staff? (\$80.00 per hour)
<input type="checkbox"/> No	

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

<input type="checkbox"/> Yes	Is clean up required by Council Staff? (\$80.00 per hour) (invoice to be sent after event)
<input type="checkbox"/> No	Clean up Times and Dates _____

<b>Will alcohol be consumed/ served at event?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>Will Food or Drink be Sold?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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#### Seating, Table Requirements & Equipment – (Tick and nominate number required)

Tick	Number Available	Number Required
<input type="checkbox"/> Padded Seats	193	_____
<input type="checkbox"/> White Plastic Americana Style Chairs	80	_____
<input type="checkbox"/> Round Tables	29	_____
<input type="checkbox"/> Plastic Tables rectangle	24	_____
<input type="checkbox"/> Front Stage Steps	1 set	_____

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

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### Fees and Charges

Please note the following fees (from 1 July 2019) are due to be paid two weeks prior to your booking.		
Hall Hire fees	\$367.20	_____
Community Use Hall Hire fees	\$214.20	_____
Refundable town hall bond	\$300.00	_____
Kitchen Hire fees	\$ 51.00	_____
Lower Town Hall	\$ 51.00	_____
Refundable key bond	\$ 100.00	_____
Public Liability Insurance <i>payable if hirer does not have their own policy</i>	\$ 10.00	_____
Setting up fee by Council workers if applicable billed after event	\$ 80.00/hr	_____
Clean Up by Council workers if applicable billed after event	\$ 80.00/hr	_____
<b>TOTAL</b>		_____

The community hire rate is typically applicable to a community group/ organisation that is recognised as a not-for-profit organisation and meets the following criteria;

- An organisation that has limited capacity to generate revenue and has non fee paying members;
- The organisation's activities aim to increase social engagement and promote the health and well-being of the Central Goldfields Community.
- Reinvests or applies the revenue it receives predominately for public interest services or activities

Council may request further information from the hirer to be considered under the community rate, if sufficient evidence is not provided upon application. If a hirer does not meet the criteria, standard rates will apply.

**Please note;** if you/ your organisations use of the facility is on a regular basis and the bookings exceed 20 bookings per annum the use may require an alternative agreement such as a licence as defined in Council's Property Occupancy Policy. If this is the case, please contact Council's Property and Risk Officer to discuss.

<b>If you wish to have your bond refund paid into your account by E.F.T. please advise us of the following:</b>	
<b>Bank Name:</b>	
<b>BSB Number:</b>	
<b>Account Number:</b>	
<b>Account Name:</b>	

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### Terms and Conditions

**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 Council until a post-event inspection is completed. The Council 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 \$100 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 Council. 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 secured 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 Council 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 Council.

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
- Spills on polished floors should be mopped with warm water only - **NOTE** no detergent is to be used on polished floors.
- Mops and cleaning equipment are kept in switch board room.

The Hirer is responsible for ensuring the space is fit for purpose and clear of hazards prior to use and must ensure that any spills or hazards that arise during the use are cleaned and the hazard removed. The clean-up is to take place immediately during the period of hire and after the event. The clean-up is to take place immediately during the period of hire and after the event and applies to ALL areas used with special attention paid to the kitchen, toilets and immediate areas outside the Town Hall.

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

**Glasses:** Must be supplied by the Hirer.

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**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 Council Service Staff and on the Hirer accepting responsibility for the costs involved in tuning and moving the piano.

**No Smoking:** The Maryborough Town Hall is a smoke free area, including outdoor areas within 10 meters of the building. Butt containers are provided for outside smokers and are located at the Neill St entrance.

**Seating Layout:** 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](http://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 Council 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 are 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 \$20 million. Proof of insurance must be submitted to Council 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 \$10. Please speak to Council about utilising Council's insurance cover.

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

**General:** The applicant releases the Central Goldfields Shire Council, its employees, officers, agents and contractors from and will indemnify and keep indemnified the Central Goldfields Shire Council, its employees, officers, agents and contractors against all claims, actions, losses and expenses of any nature which the Central Goldfields Shire Council may suffer or incur or become liable for in respect of or arising out of any accident or damage to property or injury or death suffered by any person arising from any occurrence in or near the venue during the term if this hire resulting from the negligence of the applicant.

Nothing in this agreement is intended to or does constitute this agreement as a lease or exclusive right to possession. The applicant's use of the venue is not exclusive, and the Central Goldfields Shire Council reserves its rights to enter the venue as is necessary or desired and to allow others to do so, as it sees fit, during the term of the hiring.

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### Acceptance of Terms and Conditions

I/ We acknowledge, in making this Application for Hire having received and read the Terms and Conditions, agree to abide by them.

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.

<b>Name:</b>	
<b>Signed:</b>	
<b>For and On Behalf of:</b> (Name of Organisation)	
<b>Date:</b>	

\* The hirer must be over 18 years of age to book the facility and sign the Agreement.

### Privacy Statement

Central Goldfields Shire Council is collecting your/ your organisations information on the hire application forms for the purpose of registering and administering your/ your organisations application to hire the Maryborough Town Hall. The information submitted on all applications will be used solely by Council for that purpose, and will not be disclosed outside Council except as required by law. The information will not be disclosed to others for marketing purposes. Access to this information can be made by contacting Council.

### **OFFICE USE ONLY:**

<b>Approved:</b>			
<b>Signed:</b>			
<b>Date:</b>			
<b>Identification/ verification:</b> (Key hand over)			
<b>Building Maintenance Supervisor advised:</b>		<b>Works Order raised:</b>	
<b>Venue booked:</b>		<b>Invoice raised:</b>	
<b>Notes:</b>			

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### Submitting your application

Please note, applications for hire can be submitted by the following means;

<b>In person</b>
Central Goldfields Shire Council 22 Nolan Street Maryborough VIC 3465
<b>Email</b>
<a href="mailto:mail@cgoldshire.vic.gov.au">mail@cgoldshire.vic.gov.au</a>
<b>Post</b>
PO Box 194 Maryborough VIC 3465

### Further information

Should you require any further information regarding the Maryborough Town Hall hire application and process, please contact Council on 03 5461 0610.