



CARRATHOOL SHIRE COUNCIL

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Form: 246
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Hillston Community Centre Facility Hire Agreement

Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the legislation. Council is to be regarded as the agency that holds the information. Enquiries can be addressed to Council by telephoning 02 6965 1900.


Applicant Details				
Association / Club Name				
Contact Name				
Position				
Postal Address				
Phone				
Email				
Bank Details		Name:	BSB:	ACC:
Hire Details				
Regular Hirer <input type="checkbox"/>		Any person or group of persons who create an income, personal financial gain or profit from the activity, sole traders or registered businesses, corporation or incorporated bodies, sporting bodies, club or association of any kind. <i>A valid Public Liability Insurance policy is a compulsory condition of hire (refer condition 20). A copy of your Public Liability Insurance Certificate of Currency must be submitted with application. Applications cannot be processed without insurance information.</i>		
Casual Hirer <input type="checkbox"/>		Any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes. <i>Will be covered by Council's Casual Hirer's Insurance.</i>		
Amenities Required		<input type="checkbox"/> Whole Hall	<input type="checkbox"/> Main Hall	
		<input type="checkbox"/> Don Hyder Room	<input type="checkbox"/> Kitchen/Bar	
		<input type="checkbox"/> Crockery/Cutlery	<input type="checkbox"/> BBQ	
		<input type="checkbox"/> Heaters	<input type="checkbox"/> Curtains	
		<input type="checkbox"/> Microphone/Sound System		
Facility use is for				
Competition		First Date: / /	Last Date: / /	
Training		First Date: / /	Last Date: / /	
Day/Date		Comp/Train	Start Time	Finish Time
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Insurance				
Public Liability Insurance details attached <input type="checkbox"/>		N/A (Casual Hire) <input type="checkbox"/>		
Associations/Clubs are required to provide a copy of competition draws.				
Registration Details: Junior: Male Female Senior: Male Female				
Additional Information				
Will alcohol be sold or consumed?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>If yes, a liquor licence must be obtained and a copy provided to Council</i>				
Do you propose to sell food? (kiosk/canteen)		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, will be food be pre packaged <input type="checkbox"/> or require temperature control? <input type="checkbox"/>				

Conditions of Hire for the Hillston Community Centre

- 1) Use of kitchen equipment including, crockery, cutlery and urn. Kitchen equipment must be returned to its rightful place in the kitchen. Excessive damage, breakages or losses may be recovered out of the bond money.
- 2) Use of curtains. After use the curtains need to be taken down, folded and stored as they originally were. Curtains are not to be left up around the hall. If curtains are damaged the repair costs will be passed on to the hirer.
- 3) The use of amplifiers, the establishment of any stall, the erection of temporary buildings, (ie tents, marquees, etc.) the operation of any amusement equipment and the sale of foodstuffs are prohibited unless written approval is given.
- 4) All sporting organisations/clubs are required to provide a copy of their draw, if applicable, and a copy of their annual report prior to the first round of matches as well as registration numbers from previous years.
- 5) The hirer of the facility shall report details of any accidents or other incidents involving personal injury or property damage, in writing, to Council by the next business day.
- 6) School groups must be under the effective supervision of a school teacher at all times and sports users must provide effective adult supervision of under 18 players.
- 7) No alcoholic drink is to be taken into the community hall unless in compliance with a liquor licence obtained by the hirer (with Council's endorsement), and where liquor is served in compliance with the *Liquor Act 2007*. Generally, Council does not favour the service and consumption of alcohol at events where children are present.
- 8) The community hall is to be left in a clean, playable and tidy condition. Failure to do so will result in costs of remediation being passed on to the hirer and place future bookings in jeopardy.
- 9) Keys are obtainable upon approval from Council's Office or out of office hours from Hillston Caravan Park.
- 10) The hirer must comply with all Council requirements which may be displayed on notice boards erected at the community hall and it should be noted that penalties apply for breaches of such notices.
- 11) Council is not responsible for security or replacement of any equipment supplied by the hirers.
- 12) Hirers may not carry out any maintenance to the facilities or without Council's prior written consent.
- 13) The hirers must ensure that all areas are securely locked after use.
- 14) All regular hirers must have a current public liability insurance policy of at least \$20,000,000 covering the entire period of facilities usage. A copy of this policy is to be supplied to Council prior to season commencement and also if it is updated during the season. Failure to do so may result in cancellation of facility allocation.
- 15) The hirer is responsible for cost restoration of damage to facilities. Council reserves the right to undertake any repairs and invoice the user.
- 16) All hirers of the community centre are to ensure that there is a suitably qualified first aid officer in attendance during play of all games on Council facilities.
- 17) Equipment brought into the community hall must be removed on the same day. Equipment is not to be stored in the building without prior approval of Council.
- 18) To discourage vandals from accessing the premises valuable goods (cash, alcohol) must not be stored on the premises outside activity operations.
- 19) **Smoking is prohibited** within all Council buildings. Sale of cigarettes is also prohibited. Your club/association is to include notification of this prohibition in literature to club members and visiting teams, and seek the cooperation of match participants and spectators with the prohibition.
- 20) **Indemnity:**
The hirer will indemnify and keep Council indemnified for and against loss of, or damage to, Council property including buildings, furniture, fittings, flooring surfaces, grounds and landscaping where the loss or damage was reasonably preventable.
The hirer will indemnify and keep Council indemnified for and against all claims, actions, suits, costs and demands which may be made or recovered against Council by any person whatsoever in respect of any loss, injury (including death) or damage sustained in respect of or arising out of the hiring or use of the community hall to the extent that such loss, injury or damage is caused by the negligence of Council, its servants or agents.

In the event of an emergency, please phone emergency services on 000. In the event of damage sustained to Council facilities that requires an immediate response please call Building and Regulatory Services Manager (02) 6965 1900. To report any other issues or provide feedback, please phone (02) 6965 1900 or email council@carrathool.nsw.gov.au.

FAILURE TO OBSERVE THE ABOVE CONDITIONS MAY RESULT IN CANCELLATION OF ANY FUTURE BOOKINGS.

Agreement	
I certify that the information supplied is correct to the best of my knowledge and will advise Carrathool Shire Council of any alternations.	
I have read and agree to abide by Carrathool Shire Council's Conditions of Hire for the Hillston Community Centre and any other conditions as advised by Council.	
Name:	
	Date: / /