

**APPLICATION FOR HIRE
BROADFORD HALL**

This application is for the hire the Broadford Hall, 8 Murchison Street Broadford.

A floor plan and description indicating the precise area to which this Application applies is attached as an appendix.

DETAILS OF HIRER

Name of Hirer	
Name of Organisation	
Name of Hirer's representative	
ABN or ACN (if applicable)	
Street Address	
Postal Address	
Contact phone number	
Email	

INTENDED USE:

Date/s for intended use:	
Time of event/function:	
What Type of event will you be having?	
Number of people you wish to accommodate:	
Do you have any additional access requirements, including preparation and pack up times?	
Note: Set-up and pack-up access can be provided free of charge only if the facility has not been otherwise booked for the period requested. However, no-charge access can only confirmed 24 hours prior to the requested access time.	
If you would like to secure this time it needs to be included in your hire application and fees.	



INSURANCE

It is a requirement of the Council that public liability insurance for the Event be in place. It is the responsibility of the hirer to obtain appropriate public liability insurance. No access to the premises will be given to the hirer until such time as a copy of the Certificate of Currency from an insurance company is provided.

Alternatively insurance may be arranged through the Mitchell Shire Council to individuals that do not hold a public liability policy. The policy applies only to single hire, private functions of less than 1,000 people at a cost of \$20.00.

- I will arrange insurance and provide Council with a copy of the relevant Certificate of Currency at least 14 days before the Event.
- I am holding a private event of less than 1000 people and would like Council to arrange insurance for me at a cost of \$20.00.

PERMITS AND LICENCES

Various permits or licenses may be required to operate the event or sell the goods/services. These permits or licenses may include Liquor and/or food/health permits, building permits, road closure permit, merchandise agreement, etc.

Food Preparation and Handling

If you are planning on serving food at your event, it is recommended that you use a registered caterer. Further information can be found on Council's website: www.mitchellshire.vic.gov.au or by speaking with Council's Environmental and Public Health Officer on 5734 6200.

Consumption of Alcohol and Liquor Licensing

Alcohol cannot be consumed in a public place between the hours of 12pm and 8pm, unless on a municipal reserve (i.e. football ground). If you are holding an event in a public place a permit is required if you would like to consume alcohol during this time.

Further information and permit applications can be found on Council's website www.mitchellshire.vic.gov.au/services/local-laws-animals-parking/local-laws/local-laws-alcohol or by speaking with Council's Local Laws Team on 5734 6200.

This clause does not apply to events or festivals where a license has been obtained under the Liquor Control Reform Act 1998 for the consumption or possession of alcohol.

Full liquor licensing requirements can be found by visiting the Victorian Commission for Gambling and Liquor Regulation's website: www.vcglr.vic.gov.au or by phoning 1300 1 VCGLR (1300 182 457).



Community and charitable gaming

Community and charitable organisations can conduct a number of minor gaming activities on the premises. However, some gaming activities may require a minor gaming permit in order for the organisation to conduct the activity legally.

The following activities that require a minor gaming permit:

- raffles (where the total prize value exceeds \$5,000)
- lucky envelopes
- fundraising events such as casino nights.

Further information can be found by visiting the Victorian Commission for Gambling and Liquor Regulation's website: www.vcqlr.vic.gov.au

PartySafe Program

The Victoria Police Partysafe Program is about minimising the risks such as violence, intoxicated guests, or gatecrashers so that party hosts and their guests can stay safe and have fun. The Victoria Police Partysafe Program allows you to register your party with the police online or at your local police station.

The registration form is important to ensure police are aware of the event and can provide timely assistance if things start to get out of hand. Further information can be found by visiting www.police.vic.gov.au.

CONDITIONS OF HIRE

The Conditions of Hire included with this Application apply to this Application and to any booking made upon acceptance of this Application. Please ensure you read these Conditions carefully before signing this Application.

CONFIRMATION OF BOOKING

The Council reserves the right to accept or refuse any or all Applications for Hire.

Applications will be confirmed or rejected by the Council within seven (7) business days of receipt of such Application.

No confirmation of booking will be provided until a completed Application Form and Deposit from the Hirer are received by the Council.



FEE SCHEDULE

Fees are reviewed annually, in line with the Council Budget process.

2018/2019 fees:

ITEM	FEE	
Bond	\$500.00	
Commercial/Private	\$100.00	Per hour
Not for Profit/Government	\$70.00	Per hour
Community/School	\$50.00	Per hour
½ day or evening (4 hours)	\$275.00	4 hours
Day (8 hours)	\$550.00	8 hours
Insurance (if applicable)	\$20.00	

DEFINITIONS

Commercial:	a business (holder of an ABN)
Private:	belonging to or for the use of one particular person or group of people only.
NFP (Not for Profit):	Charities, Income Tax Exempt Funds, sport and recreational clubs, and Community Service Groups
Government:	Local, State or Federal government departments or programs
Community:	Incorporated Community Group (Certificate of Incorporation)
School:	Kinder, Primary, Secondary or Tertiary institutions



UNDERTAKING AND ACKNOWLEDGEMENT

Please complete the following:

I/We _____ in my/our position
as _____ (describe your
relationship to Hirer) am/are authorised to make this Application and undertake to
ensure that the Hirer complies with its/his/her obligations under the Conditions of Hire.

I/We confirm that truth and accuracy of all details provided in this Application.

I/We further acknowledge that the Council shall be entitled to recover such charges
from the Hirer in accordance with the Conditions.

I/We acknowledge receipt of the Conditions of Hire and agree to the terms stated
therein.

Signature(s): _____

Date:



APPENDIX – Hall Floor Plan

