

Room Hire Application 2021-2022

| | |
|---------------------------------------|-----------------|
| Title: | |
| Family Name: | Given Name/s: |
| Company/Organisation (if applicable): | |
| Postal Address: | |
| Suburb: | Postcode: |
| Contact Person (if applicable): | |
| Email Address: | Business Phone: |
| Home Phone: | Mobile: |

Hiring Details:

| Purpose of Hire: | Please tick the category that applies to your group |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No. of Attendees: | <input type="checkbox"/> Private/Commercial <input type="checkbox"/> Community Group |
| Room you wish to hire: | <input type="checkbox"/> John Taylor Room Kilmore (Kitchen facilities available) Capacity 50-60 people |
| Business hours only | <input type="checkbox"/> Wallan – Small Meeting Room (no kitchen facilities, Wellington Square public toilet facilities are to be used outside the library) Capacity 10 people <input type="checkbox"/> Kilmore – Small Meeting Room (no kitchen facilities) Capacity 8 people |
| Is this an ongoing hire? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Private/Commercial applies to individuals, businesses, government and profit-making organisations with a capacity to pay or to receive a fee for use of the facility when delivering a service. This applies to groups and organisations such as:

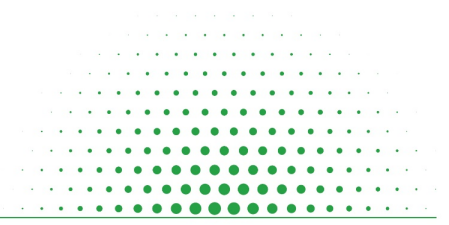
- a. Businesses, corporations, political organisations
- b. Private individuals for parties, functions and general hire
- c. Local, State and Federal government agencies (e.g. DHS, Electoral Office)

Community Group rate applies to not for profit groups and organisations based in Mitchell who make a community contribution through their activities. This includes organisations in receipt of state or federal operational funding. The community group rate applies to all incorporated groups and organisations. This applies to groups and organisations such as:

- a. Groups in receipt of State or Federal Government funding (eg Neighbourhood Houses)
- b. Incorporated groups (eg Seniors groups, Lions Club, social and sporting clubs)
- c. Non-Government organisations (eg Anglicare)
 - i. There are two rates for community groups – regular users (multiple, scheduled bookings) and one off/casual hire.

Day/s and Date/s required:

| Date | Time | Date | Time |
|------|------|------|------|
| | | | |
| | | | |



Equipment required (please tick)

- Kitchen (no additional charge JTRK Only)
- PA System (with room hire only)
- White board (no charge)
- Projector (\$200 bond - If using in JTRK projector bond is included in room hire bond) - Kilmore Only
- Projector screen (no charge) – Kilmore Only

* Ensure that all rubbish is removed and placed in the wheelie bins provided at the rear of the library (Memorial Hall side) following the function.

* Ensure that all dishes are washed and placed back into the cupboards before exiting.

* Ensure that all lights and heating/cooling are turned off and doors are securely locked before exiting.

| Small Meeting Rooms | | |
|--------------------------------|---------|----------|
| Community group | Hour | \$12.00 |
| Commercial/Private | Hour | \$33.50 |
| John Taylor Room | | |
| Community group – regular user | Hour | \$20.50 |
| Community group – casual user | Hour | \$32.00 |
| Commercial/Private | Hour | \$77.00 |
| Functions (4 hours plus) | Session | \$320.00 |

\$5 Million Public Liability Insurance required

Does Your Organisation Have Its Own Insurance? Yes No

If yes, please complete the details related to insurance.

| | | |
|--------------------|-------|-----|
| Name of Insurer: | | |
| Telephone: | | |
| \$ Amount Insured: | \$ | |
| Current: | From: | To: |

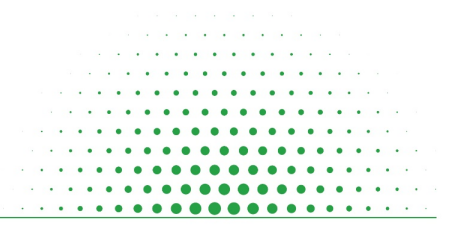
Council requires a copy of the Certificate of Currency for your insurance prior to confirming your booking

It is a requirement of the Council that public liability insurance for the Event be in place. Council offers Public Liability Insurance 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 \$50.

SECURITY BOND: Council will generally require the hirer of the Kilmore Library Complex to pay a security bond as part of the conditions of hire. Any damage to the hall or its surrounds will be rectified by Council at the expense of the hirer and the account for such repair will be deducted from the lodged security bond. The Bond will be returned **28 business days after completed bond return form is filled out by staff after event (by EFT)** if no damage or additional cleaning costs are incurred.

MITCHELL SHIRE COUNCIL.

Meeting Room Hire



I hereby agree to abide by the conditions of use below.

Signature of Hirer: _____ Date: _____

OFFICE USE ONLY

SIGNED for and on behalf of Mitchell Shire Council

Signature of Employee: _____ Date: _____

Applicant Details:

| | | |
|--------------------|-------------------------------------------------------------|----------------------------------|
| RECEIPT TO: | JTR Comm/Priv - CL62806.4700.2480 | Total Paid: \$ _____ |
| | JTR CommGroup - CL62806.4700.2481 | Date Paid: / / |
| | JTR Function - CL62806.4700.2482 | Receipt No: _____ |
| | KSMR Comm/Priv - CL62806.4700.2480 | Bond return: /..... /..... |
| | KSMR CommGroup - CL62806.4700.2481 | Acc Name: _____ |
| | WSMR Comm/Priv - CL62810.4700.2480 | Acc No: _____ |
| | WSMR CommGroup -CL62810.4700.2481 | BSB No: _____ |
| | KIL LIB BOND - CL62800.6256 BOND: \$200 JOHN TAYLOR ROOM | |

In this agreement the following meanings apply:

"Facility" means that part of the Council premises hired to the Hirer.

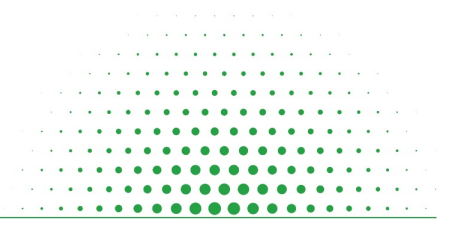
"Function" means any event function or program of any description to be conducted in the Facility.

"Hirer" means the person whose name is set out above and the organisation on whose behalf the Hirer is entering into this agreement.

"Council" means Mitchell Shire Council.

Privacy Statement

The collection and handling of personal information is conducted in accordance with Council's Privacy Policy which is displayed on Council's website www.mitchellshire.vic.gov.au and available for inspection at, or collection from, Council's Customer and Library Service Centre/s. Please refer to the Privacy Policy for further information about your rights and Council's obligations.



HIRER'S OBLIGATIONS

The Hirer will:

- > Acknowledge that they have inspected the facility and agree that it is in good condition and fit and proper for the purpose of the proposed use. The Hirer takes no objection or exception to the condition of the Facility. Any objection or exception is to be advised in writing at the time of or prior to the booking and deposit being paid
- > Pay the total hire charge no later than 28 days from date of invoice where possible unless other arrangements have been made with Council
- > Pay such further charges as may be determined by Council if the Hirer does not vacate the Facility at the expiration of the hire
- > Ensure that the Facility is used only for the purpose set out above
- > No later than 14 days or asap prior to the date of hiring deliver to Council a Public Liability insurance policy with a cover for at least \$5 million. Failure to deliver this policy will result in the cancellation of the hire of the Facility

OR

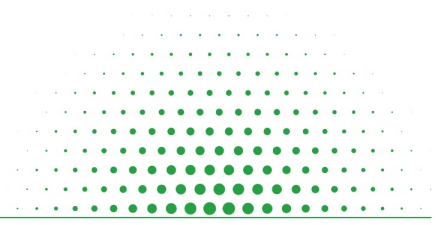
- > No later than 14 days or asap prior to the date of hiring to the Council the hirer will pay \$50 fee for Council to arrange insurance

Note: 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 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 \$50.

- > No later than 14 days prior to the date of hiring provide an APRA License for bookings where the Hirer intends to have music played - including a background music system - this will constitute a public performance of copyright music and an APRA copyright music license must be obtained
- > Be responsible for the maintenance of good order in the Facility and any other part of Council's premises affected by the hiring
- > Indemnify Council against any claim made by any person required to vacate the Facility and Council
- > Ensure that all entrances and exits (including exit doors) passageways and aisles are kept free and unobstructed and available for use by the public at all times when the building is occupied and that all exit lights are illuminated during all functions
- > Be responsible for the costs of making good any damage to buildings, fixtures, furnishings, equipment or any other property incurred as a result of the hiring
- > Observe their responsibilities and obligations with regard to the health and safety of persons using the facility

The Hirer will not without the prior written consent of the Council or Agent:

- > Transmit by television or radio broadcast any performance which may infringe any copyright
- > Bring or allow any person to bring onto a Council facility any explosive or inflammable liquids or other like substances
- > Deface or allow to be defaced any part of the facility including the fixing of any paper or other objects to any part of the facility
- > Use the name of Mitchell Shire Council in any advertising or promotional material or make any statement that implies or might imply that Council is in any way connected to the function



- > Provide any additional fittings, curtains, decorations, furnishings, lighting or sound systems
- > Suspend or permit to be suspended from any ceiling or wall of the premises any object
- > Permit the supply provision or use of alcohol in the facility. Any approval given will be subject to the Hirer obtaining at the Hirer's expense any licence required for the provision of alcohol and the submission of such licence to the Council at least 14 days before the date of hire

The Hirer will not:

- > Assign any part of this agreement to any other party
- > Do or permit to be done anything which may invalidate any policy of insurance or affect the right of Council to claim under any policy. If the Hirer is in breach of this condition, then the Hirer indemnifies Council against all damages losses and costs which Council may incur as a result of such act
- > Do or permit to be done anything which breaches Council's health and safety policies and procedures, as described in the facility users Induction documents

GENERAL CONDITIONS

- > Council may at any time before the commencement of the hire cancel the hire and upon refunding the hire charges to the Hirer, Council will not be liable to the Hirer for any damages for such cancellation
- > All parties to this agreement are bound by it jointly and severally
- > Any breach of this agreement by the Hirer will entitle Council to terminate the hire of the Facility forthwith

Contact us:

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e: mitchell@mitchellshire.vic.gov.au
w: www.mitchellshire.vic.gov.au