



Facilities Hire and Event Application Form

Please complete this form if you are planning to hire a Council facility and/or hold a public event, celebration or function and return it to Council's Community services Project Officer, no later than 60 days prior to the event date. You may be contacted for more information and the Community Services Project Officer may be able to provide you with some guidance and advice including the coordination of Council Permits and licences.

Responsible Events in Break O'Day

All Facility hire and Public Event Application Forms should be completed with the following in mind:

- Ensuring the safety of volunteers, participants, visitors, attendees and surrounding residents;
- Minimising the inconvenience to surrounding residences and businesses;
- Considering access issues for people with disabilities, older people or people with prams;
- Protecting parks, reserves and areas of natural vegetation damage;
- Being proactive in minimising the impact of noise on surrounding residents;
- Minimising the impact of pollution on the local environment; and
- Complying with all relevant laws and regulations.

Personal Information Protection Statement

As required under the Personal Information Protection Act 2004

1	Personal Information is managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates, on request to Break O'Day Council
2	Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under the Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of Break O'Day Council, in accordance with Council's Personal Information Protection Policy (LG47).
3	Failure to provide this information may result in your application not being able to be accepted or processed.

Facility Hire

Which Facility are you Hiring?	
Brief description or type of event	
Is this a new event? <i>If No, how long has it been running?</i>	Yes / No
Date(s) of the event:	
Time of event:	Start: Finish:
Date of bump in:	
Time of bump in:	Start: Finish:
Date of bump out:	
Time of bump out:	Start: Finish:
Name of contact person during bump in and out	
Number of contact person during bump in and out	
Who will be attending?	
How many are you predicting may attend?	
Are you charging an entry fee?	Yes / No
Would you like Council to advertise your event through their website/facebook/newsletter?	Yes / No

HIRER DETAILS

Name of organisation	
ABN of organisation	
Contact Person, Phone and Email	
Address of organisation	

INSURANCE

Do you hold Public Liability insurance?
*If **yes**, please attach a copy to this form*
*If **no**, please seek independent advice on your events insurance requirements.*

Yes / No

Does your Public Liability Insurance cover this event?

Yes / No

MARKETING AND COMMUNICATION

Is the event announced?

Yes / No

Is the event ticketed?

Yes / No

Does the event have a website or facebook page?

Yes / No

Would you like the event shared on Council's facebook page and / or printed in the Newsletter?

Yes / No

If **yes** to the above, please write a blurb (100 words or less)

LOCATION & ACCESS

If using a Park or Reserve, do you require vehicle access?

Yes / No

Please note that vehicle access is subject to agreement and a traffic management plan must be provided.

Will you require access to power at the event?

Yes / No

Please note power may not always be available and there may be charges associated with getting power to some areas

Will you require access to water at the event?

Yes / No

Please note water may not always be available and there may be charges associated with getting water to some areas

Are there Accessible toilets available?

Yes / No

Do you have clear, unobstructed paths of travel both inside and out?

Yes / No

PERMITS & LICENCES

Will Alcohol be served at your event? <i>If yes, please seek landowner consent</i>	Yes / No
If Alcohol is being sold, do you have a liquor licence?	Yes / No
Will food be sold or provided at the event?	Yes / No
Will food be provided by the vendor who is registered under the Food Act? <i>If no, a Temporary Food Licence may be required</i>	Yes / No

TEMPORARY STRUCTURES

Will the event include marquees or shade structures? <i>If yes, please detail quantity and sizes</i>	Yes / No
Will the temporary structures be secured by weights or pegged?	Yes / No
Will the event include a stage?	Yes / No
Will the event include bank seating or grandstand?	Yes / No
Will the event include rides / amusements?	Yes / No
Will you have tables and chairs?	Yes / No

ROAD CLOSURES & TRAFFIC MANAGEMENT

Will the event occur on and/or alter normal access to a public footpath, roadway or nature strip?	Yes / No
Will the event disrupt or alter normal trading for local businesses?	Yes / No
If yes to either of the above, have you sought approval of your traffic management plan / road closure request?	Yes / No
Will you require vehicle access to the site to set up equipment and/or for suppliers?	Yes / No

FIREWORKS

Are you planning a Fireworks display? <i>If a Council reserve, park or sports field, Break O'Day Council must give landowner consent.</i>	Yes / No
If yes , do you have a certificate of currency and Risk Management plan from the Pyrotechnic?	Yes / No
If yes , have you notified the local Fire Station	Yes / No
If yes , have you notified the local Aviation Authority?	Yes / No
If yes , have you notified the local hospital or health care provider?	Yes / No
If yes , have you notified the local residents, warning them of the possible effects on pets and ways to minimise impact?	Yes / No

MANAGEMENT PLANS

Have you notified the Tasmanian Police of your event?	Yes / No
Have you notified the local Ambulance of your event?	Yes / No
Have you notified the State Emergency Services of your event?	Yes / No

SITE / LAYOUT PLANS

Have you prepared a site plan? If no , please prepare one taking into consideration: <ul style="list-style-type: none">• Amenities including water• All buildings including temporary structures and stages• Toilet locations• Any potential hazards• Entry and exit points• Car parking• First Aid post location• Fire fighting equipment• Event boundaries	Yes / No
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EMERGENCY AND RISK MANAGEMENT

Have you prepared an emergency management plan?	Yes / No
Have you prepared a Risk Assessment? <i>If no, please complete and submit to Council.</i>	Yes / No

ENVIRONMENTAL MANAGEMENT

Do you require Council bins to be provided for the event? If yes , how many and when would you like them delivered Address for Delivery	Yes / No Qty: Delivery Date: __/__/__ _____
Have you arranged for post event clean-up, including waste removal?	Yes / No
Have you arranged for sun protection and shade?	Yes / No
Will there be music or other amplified sounds at the event? If yes , do you have measures to reduce the noise?	Yes / No
Have you provided adequate toilets for event patrons, staff and contractors?	Yes / No
Will the event be smoke free?	Yes / No

Vendor Information

Are you intending on engaging any Vendors or stalls?? e.g. <i>Food Vans, Jumping Castle</i>	Yes / No
Please describe type of Vendors/Stalls <i>e.g. 2 x Food Stalls / 1 Jumping castle</i>	_____ _____ _____ _____

SECURITY DEPOSIT FORM (Please Complete)

How would you like your bond to be reimbursed back to you? DIRECT DEPOSIT

Account holders name: _____

Bank Name: _____

BSB #: _____

Account #: _____

Hirers Signature: _____

Hirers Name: _____

COUNCIL NOTIFICATION (Council will complete this if you are unsure of details)

Daily Hall and or Kitchen Hire Fee: \$ _____

Non Waiverable Admin Fee: \$ 25.00 _____

Bond: \$ _____

**Please note that the bond is fully refundable if the venue is left clean, tidy and undamaged. If damage has be identified the bond less the value of the repair will be returned within 21 working days to the hirer.*

Total Amount Due: \$ _____

**The above mentioned amount must be paid 7 days prior to the hire date.*

I/we acknowledge having read and accepted the terms and conditions of hire of Council facilities.

NAME AND ORGANISATION: _____

SIGNED: _____ **DATE:** _____

TERMS AND CONDITIONS OF HIRE

1. The Break O'Day Council reserves the right not to accept the hire application or to cancel the booking at any time.
2. The hirer must pay the required fees and/or security deposit together with the signed sections of these conditions of hire to Council at least 7 days before the date of the function/event. Failure to do so will result in access to the facility being denied to the hirer.
3. A tentative booking shall be permitted subject to confirmation being given by the hirer to the Council at least **14 days before the date of the function/event**.
4. Sub-letting of the facility is prohibited
5. The hirer shall conform to and obey all reasonable directions given by the authorised person in regard to the use of the facility.
6. A police officer or authorized person shall have access to the facility at any given time, notwithstanding any hiring.
7. Any hirer not complying with the provisions of the conditions or in any way misconduct themselves may be removed from the facility by an authorized person or police officer.
8. Council takes no responsibility for the property of any hirer whilst at the facility.
9. Any motor vehicle driven or parked in the confines of the facility is entirely at the owners risk and no responsibility is accepted by Council for any theft or damage.
10. The hirer shall not write on, decorate, placard, cut, damage, or pierce with nails, screws or any other contrivances the floor, wall or any part of the facility without permission from the Council.
11. The hirer shall be responsible for all damage caused to the facility during the period of hire and will be required to pay the costs of all repairs.
12. The hirer shall not bring into, be found in possession of, sell or consume intoxication liquor in the facility without the necessary liquor permit and Council approval.
13. The hirer shall enforce the following requirements within the hired venue:
 - No alcohol unless permission is obtained from Council. If alcohol is to be consumed a liquor license is required
 - All doors are to be checked before leaving including fire exit doors
 - No smoking in the building
 - All electrical appliances are to be switched off before vacating the facility
 - All electrical equipment including power leads/cords that are introduced into the venue by the Event Organiser/Hirer should have been inspected and tested by a competent person at least every 12 months (AS/NZS; WHS Reg & Work Safe Fact Sheet).
 - No furniture is to be dragged across floors.
 - No kind of tape is to be stuck on the floors
 - No loud noise or rowdiness is permitted.
 - Conduct likely to cause damage is not permitted
14. Non-Emergency callout eg: activating fire alarms due to excessive steam/smoke, response callout fee will be at the hirer's expense.
15. There shall be no interference with furniture and equipment not belonging to the hirer and not forming part of the hire agreement.

16. When returning the chairs to the Chair Storage Area after you have used same, could you please ensure that the chairs are stacked no more than 10 chairs high
17. All fittings and equipment are to be left as found and the facility to be left clean, tidy and undamaged. The Council will provide a broom, mop and bucket for the use of the hirer. The provision of cleaning materials is the responsibility of the hirer. Cans & bottles are to be placed in garbage bin provided.
18. All vehicles admitted to the property are to be driven and parked so that no damage is caused to the facility or the detriment of the public.
19. The hirer shall only access rooms and facilities hired.
20. Animals are expressly forbidden unless approved in writing by the Break O'Day Council.
21. Occupation of the facility by the hirer beyond the time booked will be charged at a double the normal rate.

The hirer must ensure users of facility are familiar with the location of all emergency exits and equipment.

The emergency numbers for Police, Ambulance and Fire Services is 000

Councils after hours emergency number is: 0407 795 393

NON-Emergency Phone Numbers:

- Police: 131 444
- Tasmanian Ambulance Service: 1800 008 008
- State Emergency Service (SES): 6336 3790
- Tasmanian Fire Service: 1800 000 699

Non-compliance with any of these conditions shall render the hirer liable to a penalty as determined by Council, to be deducted from the hirer's security deposit bond.

This Section must be signed and returned to Council together with the required fees and/or security deposit at least 7 clear days before the function/event. Failure to do so will result in access to the facility being denied to the hirer.

I undertake that I will at all times in the future indemnify the Council and their agents, servants and employees and keep them indemnified against all actions, liabilities, proceedings, claims & expenses in respect of any injury or damage suffered by myself or any person present at my invitation or my knowledge, permission or authority arising out of or connected with the use of the facility. Without limiting the generality of this indemnity I accept that it includes breaches of duty by the occupier of the facility or any other duties imposed by law upon the Council its agents, servants or employees in respect of the facility or the presence of my group at the facility.

INVENTORY

FACILITY: ST MARYS HALL

OCCUPANCY: 100 Persons

KITCHEN	
Item	Quantity
Glass Cups	8
Mugs	35
Cups	18
Saucer	23
Bread & Butter Plates	41
Dinner Plates	89
Bowls	71
Teaspoons	15
Knives	73
Forks	75
Can Opener	83
Fridge	1
Microwave	1
Oven	2
Kettle	1
Urn	3
Sink	1
Broom	3
Dust Pan & Broom	1
Mop & Bucket	1
Bin	1

HALL	
Item	Quantity
Stage	1
Heaters	4
Roof Lights	10
Wall Lights	11
Power Points	7
Power Outlets	1
Female Toilets	2
Male Toilets	1
Male Toilet Trough	1
Fire Hose	1
Bins	2
Tables	16
Chairs	205 approx

INVENTORY

FACILITY: ST HELENS PORTLAND HALL

OCCUPANCY: 100 Persons

KITCHEN	
Item	Quantity
Glass Cups	8
Mugs	35
Cups	18
Saucers	23
Bread & Butter Plates	41
Dinner Plates	89
Bowls	71
Teaspoons	15
Tablespoons	73
Knives	75
Forks	83
Can Opener	1
Fridge	1
Microwave	1
Oven	2
Kettle	1
Urn	3
Sink	1
Broom	3
Dust Pan & Broom	1
Mop & Bucket	1
Bin	1

HALL	
Item	Quantity
Stage	1
Heaters	4
Roof Lights	10
Wall Lights	11
Power Points	7
Power Outlets	1
Female Toilets	2
Male Toilets	1
Male Toilet Trough	1
Fire Hose	1
Bins	2
Tables	16
Chairs	205 Approx.