

# 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 **including complying with ongoing COVID-19 social/physical distances requirements;**
- Minimising the inconvenience to surrounding residences and businesses;
- Considering access issues for people with disabilities, older people or people with prams;
- Consider having a "quiet space/room" that supports people with sensory issues
- 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?<br><i>If No, how long has it been running?</i>                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Date(s) of the event:                                                                     |                                                          |
| Time of event:                                                                            | Start: <input type="text"/> Finish: <input type="text"/> |
| Date of bump in:                                                                          |                                                          |
| Time of bump in:                                                                          | Start: <input type="text"/> Finish: <input type="text"/> |
| Date of bump out:                                                                         |                                                          |
| Time of bump out:                                                                         | Start: <input type="text"/> Finish: <input type="text"/> |
| 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?                                                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                                                                                           |                                                          |
| Would you like Council to advertise your event through their website/Facebook/newsletter? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| HIRER DETAILS                   |  |
|---------------------------------|--|
| Name of organisation            |  |
| ABN of organisation             |  |
| Contact Person, Phone and Email |  |
| Address of organisation         |  |

| INSURANCE                                                                                                                                                                                      |                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Do you hold Public Liability insurance?<br><i>If <b>yes</b>, please attach a copy to this form<br/>If <b>no</b>, please seek independent advice on your<br/>events insurance requirements.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does your Public Liability Insurance cover this event?                                                                                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| MARKETING AND COMMUNICATION                                                                    |                                                          |
|------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Is the event announced?                                                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the event ticketed?                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the event have a website or facebook page?                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Would you like the event shared on Council's Facebook page and / or printed in the Newsletter? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If <b>yes</b> to the above, please write a blurb (100 words or less)                           |                                                          |

| LOCATION & ACCESS                                                                                                                                                                |                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| If using a Park or Reserve, do you require vehicle access?<br><br><i>Please note that vehicle access is subject to agreement and a traffic management plan must be provided.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will you require access to power at the event?<br><br><i>Please note power may not always be available and there may be charges associated with getting power to some areas</i>  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will you require access to water at the event?<br><br><i>Please note water may not always be available and there may be charges associated with getting water to some areas</i>  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are there Accessible toilets available?                                                                                                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you have clear, unobstructed paths of travel both inside and out?                                                                                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| PERMITS & LICENCES                                                                                                                                                                       |                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Will Alcohol be served at your event?<br><i>If yes, please seek landowner consent</i>                                                                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If Alcohol is being sold, do you have a liquor licence?                                                                                                                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will food be sold or provided at the event?                                                                                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will food be provided by the vendor who is registered under the Food Act?<br><br><i>If no, a Temporary Food Licence may be required</i>                                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If event is within the St Helens Mountain Bike Trail Network, have all permits and licences obtained i.e, commercial licence from PWS and permission from relevant agency eg.m PWS & STT | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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

| ROAD CLOSURES & TRAFFIC MANAGEMENT                                                                              |                                                          |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Will the event occur on and/or alter normal access to a public footpath, roadway or nature strip?               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will the event disrupt or alter normal trading for local businesses?                                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes to either of the above, have you sought approval of your traffic management plan / road closure request? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will you require vehicle access to the site to set up equipment and/or for suppliers?                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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

| MANAGEMENT PLANS                                              |                                                          |
|---------------------------------------------------------------|----------------------------------------------------------|
| Have you notified the Tasmanian Police of your event?         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you notified the local Ambulance of your event?          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you notified the State Emergency Services of your event? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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

| EMERGENCY AND RISK MANAGEMENT                        |                                                          |
|------------------------------------------------------|----------------------------------------------------------|
| Have you prepared an emergency management plan?      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you prepared a Risk Assessment?                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>If no, please complete and submit to Council.</i> |                                                          |

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

| Vendor Information                                                                          |                                                          |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Are you intending on engaging any Vendors or stalls?? e.g. <i>Food Vans, Jumping Castle</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Please describe type of Vendors/Stalls e.g. <i>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

|                              |  |
|------------------------------|--|
| <b>Account-holders name:</b> |  |
| <b>Bank Name</b>             |  |
| <b>BSB #:</b>                |  |
| <b>Account #:</b>            |  |
| <b>Hirers Signature</b>      |  |
| <b>Hirers Name</b>           |  |

| <b>COUNCIL NOTIFICATION</b> (Council will complete this if you are unsure of details)                                                                                                                                         |          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Daily Hall and or Kitchen Hire Fee:</b>                                                                                                                                                                                    | \$       |
| <b>Non-Waiverable Admin Fee:</b>                                                                                                                                                                                              | \$ 25.00 |
| <b>Bond:</b>                                                                                                                                                                                                                  | \$       |
| <i>*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.</i> |          |
| <b>Total Amount Due:</b>                                                                                                                                                                                                      | \$       |
| *The above mentioned amount must be paid seven (7) days prior to the hire 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 e.g: 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.



## **TERMS AND CONDITIONS OF HIRE (CONTINUED)**

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 products is the responsibility of the hirer. This applies to St Helens Portland Hall, St Marys Hall and Fingal Sports & Recreational building. **Page 13 of this document will provide further information about the location of the cleaning equipment for each facility.**
18. **The hirer/event organiser is responsible to clean any spillage during the event with the cleaning equipment provided by Council** and/or erect the supplied signage to warn the public of the wet floor.
19. Cans & bottles are to be placed in garbage bin provided.
20. 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.
21. The hirer shall only access rooms and facilities hired.
22. Animals are expressly forbidden unless approved in writing by the Break O'Day Council.
23. Occupation of the facility by the hirer beyond the time booked will be charged at a double the normal rate.
24. The hirer/event organiser is to ensure that **social/physical distancing** is adhered during the event to while it is a requirement by the State/Federal Government.
25. The hirer/event organiser is ensure that patrons displaying cold or flu like symptoms, e.g. temperature above 38° C are not permitted to attend the event.

**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.

|                                                                                                            |  |
|------------------------------------------------------------------------------------------------------------|--|
| <b>I/we acknowledge having read and accepted the terms &amp; conditions of hire of Council facilities.</b> |  |
| <b>NAME AND ORGANISATION:</b>                                                                              |  |
| <b>SIGNED:</b>                                                                                             |  |
| <b>DATE:</b>                                                                                               |  |

## IMPORTANT INFORMATION FOR THE HIRER/EVENT ORGANISER

Break O'Day Council reminds all event organiser that as a hirer of Council's facilities **you are responsible to clean up any spillage during the event with the cleaning equipment provided by us and/or erect the supplied signage to warn the public of the wet floor.**

Locations for the cleaning equipment in the following facilities:

| COUNCIL FACILITY                             | CLEANING EQUIPMENT ITEMS                                                                        | WHERE TO LOCATE IT                                                                                                                                |
|----------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| St Helens Portland Hall                      | Mop and bucket<br>Signage<br>Erect signage to inform the public of any spills during the event. | Kitchen near the fridge and external entrance to the kitchen.  |
| St Marys Hall                                | Mop and bucket<br>Signage<br>Erect signage to inform the public of any spills during the event. | Kitchen near rear entrance door.                              |
| Fingal Sports & Recreational Ground building | Mop and bucket<br>Signage<br>Erect signage to inform the public of any spills during the event. | Kitchen                                                       |