

YARRAWONGA TOWN HALL AND COMMUNITY HALL BOOKING APPLICATION FORM



Applicant Details

Applicant Name:	
Contact Person:	
Contact Telephone Number:	
Email Address:	
Address:	
Postal Address (if different):	

Description of Event:		
Date and Time of Event:	___/___/___	___:___ am / pm
Approx No of Attendees:		

Booking Details

Please indicate which facilities you would like to hire and include the times for your event.

A separate section is available on page 2 for the Set Up times.

An additional sheet is also available on page 4 if required (example: rehearsal dates)

Facility / Description	✓	Days Required	No. Hours	Fee
Town Hall	<input type="checkbox"/>	From _____ am/pm to _____ am/pm on _____ date		\$
Do you require the DRESS CIRCLE?	<input type="checkbox"/>			
PORTABLE STAIRS?	<input type="checkbox"/>			
Community Hall	<input type="checkbox"/>	From _____ am/pm to _____ am/pm on _____ date		\$
Community Hall Kitchen	<input type="checkbox"/>	From _____ am/pm to _____ am/pm on _____ date		\$



Facility / Description	✓	Days Required	No. Hours	Fee
Council Chambers (Town Hall)	<input type="checkbox"/>	From _____ am/pm to _____ am/pm on _____ date		\$
Portable Building	<input type="checkbox"/>	From _____ am/pm to _____ am/pm on _____ date		\$
Yellow Box Room	<input type="checkbox"/>	From _____ am/pm to _____ am/pm on _____ date		\$
Set Up Time <small>Note 1</small>	<input type="checkbox"/>	From _____ am/pm to _____ am/pm on _____ date		\$
Tables and Chairs <small>Note 3</small>	<input type="checkbox"/>	_____ Tables and _____ Chairs <input type="checkbox"/> Set up/Set down by Hirer <input type="checkbox"/> Set up/Set down by Council \$113.30 per hour		\$
Cleaning by Council	<input type="checkbox"/>	Will be charged at \$56.70 per hour and deducted from Bond		
Cleaning by Hirer <small>Note 2</small>	<input type="checkbox"/>	Cleaning will be conducted: Immediately after the Event/Same Day/Next Day From ____ am/pm to ____ am/pm on _____		
TOTAL HIRE FEE (Inclusive of GST)				\$
Office Use Only Receipt No: _____ Date Paid: _____	LESS NON-REFUNDABLE DEPOSIT			-\$50.00
BALANCE OF HIRE FEES OWING (NOT INCLUDING BOND)				\$

REFUNDABLE BOND AND KEY DEPOSIT

Office Use Only	Area	Fee
Receipt No: _____ Date Paid: _____	<input type="checkbox"/> Town Hall / Council Chamber / Yellow Box Room <input type="checkbox"/> Community Hall <input type="checkbox"/> Community Hall Kitchen <input type="checkbox"/> Portable Building	\$
	<input type="checkbox"/> Key Deposit	\$50.00



HIRE FEES

The following hire fees are subject to change after the 1st July each year.

Facility / Description	Hourly Rate	½ Day (4 hrs)	Full Day (8 hrs)	Max Fee (>12 hrs)
Town Hall (includes stage, dress circle and portable stairs)	\$35.00	\$116.70	\$233.40	\$350.10
Community Hall	\$17.50	\$58.40	\$116.70	\$175.60
Community Hall Kitchen	\$17.00	\$56.70	\$113.30	\$170.50
Portable Building	\$11.60 per hour			
Yellow Box Room – Town Hall	\$23.40	\$58.40	\$116.70	\$175.60
Council Chamber - Town Hall	\$23.40	\$58.40	\$116.70	\$175.60
Set Up Town Hall ^{Note 1}	N/A	\$58.40	\$116.70	
Set Up Community Hall ^{Note 1}	N/A	\$29.40	\$58.40	
Rehearsals (Town Hall, Community Hall & Portable)	\$11.60 per hour (max. 4 hours)			
Tables and Chairs ^{Note 3}	\$1.20 per Table per day or hire. No fee for chairs.			
Deposit	\$50 non-refundable deposit is required at the time of booking. Deposit will be deducted from the total hire cost.			
REFUNDABLE BOND				
Town Hall (including Dress Circle)	\$250			
Community Hall / Kitchen	\$250			
Council Chambers / Yellow Box Room	\$250			
Portable Building	\$250			
More than One Area	\$400			
Key Deposit	\$50			

Notes:

1. Set Up. Hirers can book times to set up of either 0 - 4 hours, or 4+ hours in a day. Set Up should occur the same day or the day before the event. If special arrangements for Set Up are required, please discuss these at the time of booking. Fees will apply for each day set up times are required.

2. Cleaning by Hirer. Depending on other bookings, Council may specify when cleaning is to occur and whether or not cleaning is completed satisfactorily. Between Monday and Friday, cleaning of the toilets in the Town Hall Foyer is to be completed before 8am the next morning. If further cleaning is required, the Hirer may choose to either perform the cleaning themselves or have Council's cleaner perform the work at a cost of \$56.70 per hour.

3. Table and Chairs. Hirers may use the trestle tables and chairs available in the storage shed and are required to move, set up, clean and replace them to storage area after use. A fee of \$113.30 per hour (2 staff required) will apply if Council is required to handle the tables and chairs (for set up and set down).



RETURN OF BOND

The refundable bond will be returned to the hirer after completion of the Cleaner's Report (page 9)

Payment of the refundable Bond will be deposited directly into the applicants' nominated bank account, please provide the following information:

Name of Bank: _____
BSB: _____ Account No. _____
Name of Account: _____
Authorisation:
Print Name: _____ Signed: _____

Alternatively, you can have the Bond refund made by cheque in the name of the applicant and posted to the address on this application form.

EXAMPLES OF HIRE FEE CALCULATION

Example 1:

Town Hall required for 5 hours Set Up the day prior to an event which goes from 5pm to 2am (ie 9 hours) and Clean Up next day. 20 Tables and 200 chairs required.

Set Up Fee \$116.70. Hire Fee for 8 hours + 1 hour = \$233.40 + \$35 = \$268.40. Tables \$24.00
No charge for Clean Up. Total Fee = \$409.10 + \$250 Bond + \$50 Key Deposit.

Example 2:

Town Hall, Community Hall and Kitchen required from 7pm to 12 pm (5 hours). Town Hall required for 3 hours Set Up and then Clean Up by Council cleaner next morning (approx 2 hours.)

Set Up 3 hours \$58.40 Town Hall for 5 hours, \$151.70 (4 hours + 1 hour), Community Hall for 5 hours, \$75.90 and Kitchen for 5 hours, \$75.90. Council Cleaner 2 hours x \$56.70 = \$113.40
Total Fee \$361.90 + \$113.40 deducted from \$400 Bond + \$50 Key Deposit

ACTIVITIES WHICH REQUIRE PERMITS

Are Raffle Tickets for Sale?

If Yes, a separate Raffle Permit may be required.

Please request a Raffle Application Form from Council

Yes

No

Is consumption of Alcohol involved?

If Yes, Council requires a copy of your liquor licence.

Yes

No

Will food be prepared and sold?

If you are selling food you are required to provide evidence of or apply for a Food Act Permit.

Please request a Food Act Registration Form from Council.

Yes

No

Moira Shire Council

ABN: 20 538 141 700

Post: PO Box 578, Cobram, Vic 3643

DX: 37801, Cobram

Cobram Administration Centre:

44 Station Street, Cobram

Yarrowonga Service Centre:

100 Belmore Street, Yarrowonga

Phone: 03 5871 9222

Fax: 03 5872 1567

NRS: 133 677

Email: info@moira.vic.gov.au

moira.vic.gov.au



PUBLIC LIABILITY INSURANCE

All Hirers must have Public Liability Insurance to hire the Yarrawonga Town and Community Halls.

Do you have Public Liability Insurance for this event? Yes No

If 'Yes', please provide evidence (Certificate of Currency) and complete the following details:

Name of Insurance Company: _____

Policy Number: _____ Amount of Cover: _____

Expiry Date: _____

If you do not have public liability insurance cover, cover may be provided by Council's Casual Hirer's Policy subject to conditions and exclusions following.

Do you want to register under Council's Casual Hirer's Public Liability Insurance for this Event? Yes No

Does your event include any of the following activities?

A Fete or Market Yes No

A Sporting Activity Yes No

Is there to be an admission charge? Yes No

Are goods available for sale? Yes No

If you ticked 'Yes' to any of the above activities, insurance IS NOT available under Councils' Casual Hirer's policy. Please read the following information regarding insurance.

IMPORTANT NOTES ABOUT INSURANCE:

1. Completion of this form does not guarantee coverage. Coverage is determined by the insurance company in the event of a claim. Council does not guarantee insurance coverage in the event of any incident or claim.
2. As the event organiser, it is your responsibility to ensure that your event is properly insured. Council accepts no responsibility for your failure to properly insure your event and you should consult with your insurer to confirm whether or not adequate insurance cover is provided for your event.
3. You must provide evidence of adequate insurance coverage in order to conduct your event on Council managed property.
4. The following lists of activities are excluded from Council's Community Insurance Policy. Event organisers must determine and arrange their own insurance for these matters as required. This list does not contain all of the conditions or exclusions to the Council's Casual Hirer's Insurance Policy.

EXCLUSIONS

Claims relating to the following activities are excluded from the Council's Casual Hirer's insurance policy:

Child minding and child care services / Sporting activities / Products Liability for children's toys / Festivals / Markets / Music Concerts / Events where an admission fee is charged / Entertainers and performers / Grandstands / Sub Contractors / Security Personnel / Child Molestation / Terrorism / Electronic data / Fireworks / Amusements (includes children's rides, animal rides, jumping castles etc).



CONDITIONS OF HIRE

1. Deposit

A Deposit is required to secure the booking and is not refunded if the booking is cancelled. The deposit amount will be deducted from the total hire cost.

2. Payment of Hire Fees and Bond

The Hire Fees may be made at the time of hiring or Council will invoice you the outstanding amount. The Bond of \$250 or \$400 must be paid at least 1 week **prior** to your event and will be refunded upon satisfactory inspection of the venue following your event.

3. Damages

The Hirer will be held responsible for the costs to repair any damage. Costs will be deducted from the Bond and the Hirer will be invoiced for any amount in excess of the Bond. The hirer acknowledges that some damage may not be immediately evident and agrees to rectify damage if requested to do so.

4. Access and Keys

Access to the Hall is restricted to the times booked. Remaining in the Hall for longer than the agreed time will result in additional hire fees.

Keys will be provided only under special circumstances and their release is subject to an additional Key Agreement and deposit.

5. Tables and Chairs

There are approximately 20 wooden trestle tables and 350 chairs available for hire. Hirers are required to move, set up, clean and return tables and chairs to storage. **A fee of \$113.30 per hour (2 staff required)** will apply if the hirer requests Council to set up/set down the tables and chairs.

6. Set up

Hirers are required to set up for their own event. Set up arrangements are to be made at the time of booking and should be conducted on the day of the event, or the day prior, subject to other bookings. Council may determine the exact time of Set Up with consideration to other bookings.

7. Smoking

Smoking is **NOT PERMITTED** within any section of the Yarrowonga Town Hall, Community Hall or Portable Building.

8. Alcohol

Hirers must obtain their own liquor licence.

9. Cleaning

The hirer shall clean the hired areas by 8.00am the following business day, including the toilets, to the same standard as when their hire commenced. All rubbish is to be removed by the hirer and deposited in the bins provided. If Council considers that any area has not been left in a suitable condition resulting from the hire, cleaning costs may be deducted from the Bond. **There is no hire fee for the time required to clean the hired area. The hired area includes the foyer and surrounds.**

10. Public Liability

All hirers must have public liability insurance to hire the facilities. The hirer is required to provide written evidence of their public liability insurance or indicate whether or not they wish to use Council's Casual Hirer's Insurance Policy (conditions apply).

I declare that I have read and fully understand this Application and agree to comply with and be bound by the terms and conditions contained herein relating to the hire of the Yarrowonga Town Hall, Community Hall and Portable Building.

Name: _____ Signature: _____ Date: _____

Personal Information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The Personal Information will be used by Council solely for the purposes of administration of hiring the Cobram Civic Centre and or a directly related purpose. Council may also disclose this information to other organisations if required by legislation. The applicant understands that the Personal Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer.

Moira Shire Council

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OFFICE USE ONLY - CHECKLIST

Date of Hire:		
Name of Hirer:		
Description of Event:		
Before Event		
Deposit Paid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Public Liability Certificate provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Liquor Licence required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Liquor Licence provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bond Paid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Event entered into Booking System	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Applicant signed Conditions of Hire	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Acknowledgement Letter forwarded to applicant	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Application Form forwarded to Records	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Payment of balance of fees / Invoice prepared	Yes <input type="checkbox"/>	No <input type="checkbox"/>
After Event		
Keys returned	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Inspection of venue conducted by Cleaner's	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Cleaner's report completed and submitted	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Cleaner's report forwarded to Records	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bond returned to applicant	Yes <input type="checkbox"/>	No <input type="checkbox"/>



CLEANERS REPORT

Date of Hire:		
Event Details:		
Date of Inspection:		
Area/s Inspected:	<input type="checkbox"/> Town Hall – Main Auditorium <input type="checkbox"/> Town Hall - Back Stage <input type="checkbox"/> Town Hall - Foyer and Toilets <input type="checkbox"/> Town Hall – Council Chambers <input type="checkbox"/> Town Hall - Dress Circle <input type="checkbox"/> Town Hall - Upstairs Toilets <input type="checkbox"/> Town Hall - Yellow Box Meeting Room <input type="checkbox"/> Community Hall including toilets <input type="checkbox"/> Community Hall Kitchen <input type="checkbox"/> Portable Building	
Was additional cleaning performed by Cleaner? Yes <input type="checkbox"/> No <input type="checkbox"/>	No of Hrs	Details of additional cleaning including areas
Damage Identified? Yes <input type="checkbox"/> No <input type="checkbox"/>	Location and details of the damage. Please provide an estimate of the cost to repair or replace where possible.	
Name:		
Signed:		
Date:		

Please submit this report to Council within 24hrs of inspection via fax to (03) 5872 1567 or delivered to the Customer Service Staff at the Yarrowonga Town Hall (during business hours).

