

APPLICATION



Cobram Civic Centre – Booking Form

APPLICANT DETAILS

Applicant name:	
Organisation:	
Contact phone number:	
Email address:	
Postal address:	

EVENT DETAILS

Description of Event:	
No of expected attendees:	<i>Max Capacity Limit of 450 persons (See Below)</i>

DEPOSIT

Bookings will not be accepted without payment of a \$50 non-refundable deposit. The deposit will be deducted from the total hire cost when the booking is confirmed, however is not refunded if the booking is cancelled.

ACCESS

Access to the venue will not be granted until payment of the refundable Bond and Key Deposit.

Please note that the toilets in the foyer are shared with the Library during the opening times of that public facility.

CAPACITY

The Cobram Civic Centre has maximum capacity limit of **450 persons**. Please ensure that the venue is suitable for your event based on the anticipated number of attendees and staff.

CLEANING

Depending on other bookings, Council may specify when cleaning is to occur and whether or not cleaning is completed satisfactorily. For events held over the weekend, cleaning is to be completed before 8am Monday. If further cleaning is required, the Hirer may choose to either perform the cleaning themselves or have Council's cleaner perform the work and costs will be deducted from the bond.



SCHEDULE OF HIRE FEES

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

Facility / Description	Hourly Rate	½ Day (4 hrs)	Full Day (8 hrs)	Max Fee (>12 hrs)
Main Hall (includes stage, foyer & kiosk)	\$36.00	\$120.20	\$240.40	\$360.60
Council Chambers	\$36.00	\$120.20	\$240.40	\$360.60
Commercial Kitchen	\$18.00	\$60.20	\$120.20	\$180.90
Set Up Fees	\$60.20 (1-4 hours)		\$120.20 (4-8 hours)	
Set Up/Set Down by Council (Tables & Chairs)	\$49.50 per hour. Monday to Friday only.			
Rehearsals (Main Hall)	\$11.90 per hour (max. 4 hours)			
PA System Hire	\$60.20 per function			
Tables and Chairs	\$1.20 per table per day or hire. No fee for chairs.			
Booking Deposit	\$50 per booking (non-refundable and deducted from total fee)			
REFUNDABLE BOND				
Main Hall	\$250			
Council Chambers	\$250			
Commercial Kitchen	\$250			
More than One Area	\$400			
PA System Bond	\$100			
Key Deposit	\$50			

EXAMPLES OF HIRE FEE CALCULATION

Example 1:

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

Set Up Fee \$120.20. Hire Fee for 8 hours + 1 hour = \$240.40 + \$36.00 = \$276.40. Tables \$24.00
No charge for Clean Up. *Total Fee = \$420.60 + \$250 Bond + \$50 key deposit TOTAL \$720.60*

Example 2:

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

Set Up 3 hours \$60.20. Main Hall for 5 hours (4 hours + 1 hour) = \$156.20. Council Chambers for 5 hours (4 hours + 1 hour) = \$156.20 and Kitchen for 5 hours (4 hours + 1 hour) = \$78.20.
Council Cleaner 2 hours x \$49.50 = \$99.00. *Total Fee \$450.80 + \$99.00 deducted from \$400 Bond + \$50 key deposit*

BOOKING DETAILS

Please indicate the booking details in the table below.
Additional use can be detailed in the table on page 4 such as rehearsals.

DESCRIPTION	START DATE	END DATE	TIME		HOURS	FEE
			FROM	TO		
Set Up	___/___/___	___/___/___				\$
Main Hall	___/___/___	___/___/___				\$
Stage <input type="checkbox"/>	___/___/___	___/___/___				\$
Kiosk <input type="checkbox"/> (please indicate use)						
Council Chambers	___/___/___	___/___/___				\$
Commercial Kitchen	___/___/___	___/___/___				\$
Additional Hire Dates and Times		Refer to page 4				\$
Cleaning by Council	<input type="checkbox"/>	Will be charged at \$49.50 per hour and deducted from Bond				
Cleaning By Hirer	<input type="checkbox"/>	Cleaning will be conducted: Immediately after the Event <input type="checkbox"/> Same Day <input type="checkbox"/> Next Day <input type="checkbox"/> From _____am/pm to _____am/pm				

ITEMS

ITEM	✓	DESCRIPTION	NO.	FEE
Round Tables	<input type="checkbox"/>	Round trestle tables – seat 10-12 (\$1.20 each)		\$
PA System (main hall only)	<input type="checkbox"/>	Including 2 wireless microphones and CD Player		\$60.20
Chairs	<input type="checkbox"/>	430 black chairs are available at no charge		\$0.00
Skip Bin	<input type="checkbox"/>	A commercial skip bin is available for larger events. Please indicate if you would like access		\$0.00

OFFICE USE ONLY

Receipt # _____	Deposit Paid ___/___/___	-\$50.00
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RETURN OF BOND

The refundable bond and key deposit will be returned to the hirer after completion of the Inspection Report (page 8)

The refund 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 refund made by cheque in the name of the applicant and posted to the address on this application form.

PERMITS THAT MAY BE REQUIRED FOR YOUR EVENT

ARE YOU CONDUCTING A FUNDRAISER OR SELLING RAFFLE TICKETS?

Yes No

If you are conducting a public fundraiser or raffle a permit must be obtained from the Victorian Commission for Gambling Regulation.

(No permit required if prize value is under \$5,000)

Approval for fundraising activities must be obtained from Consumer Affairs Victoria. Ph:1300 558 181 or www.consumer.vic.gov.au

IS CONSUMPTION OF ALCOHOL INVOLVED?

Yes No

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

Please visit the Victorian Commission for Gambling and Liquor Consumption website at www.vcglr.vic.gov.au for more information.

WILL FOOD BE PREPARED ON SITE OR SOLD AT THE EVENT?

Yes No

If you are selling food or providing food as part of an entry fee you are required to be registered under the Food Act and provide a copy of your registration or a Statement of Trade 5 working days prior to your event.

Please visit <https://streatrader.health.vic.gov.au/>

PUBLIC LIABILITY INSURANCE

All Hirers must have Public Liability Insurance to hire the Cobram Civic Centre

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

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

2. Payment of Hire Fees and Bond

The hire fees may be paid at the time of hiring or Council will invoice you the outstanding amount. The Bond must be paid **PRIOR** to your event and will be refunded upon satisfactory inspection of the Hall after your event.

3. Capacity Limit

The Cobram Civic Centre has maximum capacity limit of **450 persons**. Please ensure that the venue is suitable for your event based on the anticipated number of attendees and staff.

4. PA System

The PA system includes a CD player, 2 wireless microphones and an amplifier. The speakers are mounted in the main hall only. An additional bond is required for use of the PA System.

5. 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.

6. 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 after payment of the Key Deposit and their release is subject to an additional Key Agreement, to be signed at time of collection.

7. Tables and Chairs

40 round trestle tables and approximately 430 black plastic chairs are available for hire. Hirers are required to move, set up, clean and return tables and chairs to the storage room. An hourly fee will apply if the hirer requests Council to handle the tables and chairs.

8. 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.

9. Alcohol

Hirers must obtain their own liquor licence and provide a copy with this application.

10. 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 hiring fee for the time required to clean the hired area. The hired area includes the foyer, external verandah and surrounds.**

11. Public Liability

All hirers must have public liability insurance to hire the Hall. 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 Cobram Civic Centre.

Name: _____ Signature: _____ Date: _____

Collection/Privacy Statement

Moirá Shire Council is collecting information on this form for the administration of application for hire of this venue. The information collected will be used for the purpose it was collected and/or a directly related purpose. If you do not provide the information required, we may not be able to process your application. Information collected may be disclosed if required by legislation. You can find out more about how we use and protect your information by viewing our Privacy Statement on our website www.moiravic.gov.au.

INSPECTION REPORT BY COUNCIL

COBRAM CIVIC CENTRE	
Date of inspection:	
Inspected by:	
Event details:	
Area/s Inspected:	<input type="checkbox"/> Main Hall including stage and back stage <input type="checkbox"/> Council Chambers <input type="checkbox"/> Commercial Kitchen <input type="checkbox"/> Kiosk and Storage room <input type="checkbox"/> Toilets, Office and Foyer <input type="checkbox"/> External verandah and surrounds
Damage Identified? Yes <input type="checkbox"/> No <input type="checkbox"/>	Details of damage including costs (if known) and area damage located.
No of Round tables?	_____ out of 40
No of plastic trestle tables?	_____ out of 10
Was additional cleaning performed by Council? Yes <input type="checkbox"/> No <input type="checkbox"/> No of Hours? _____	Details of additional cleaning including areas
Collection of skip bin required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please complete and submit this report within 24 hours of completion of the hire period.