

APPLICATION



Yarrowonga Town and Community Hall – Booking Form

APPLICANT DETAILS

Applicant Name:	
Organisation:	
Contact phone number:	
Email address:	
Postal Address:	

EVENT DETAILS

Description of Event:	
No of expected attendees:	<i>Refer to notes below regarding capacity</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.

CAPACITY

The Yarrowonga Town Hall has maximum capacity limit of **430 persons plus an additional 233 seats upstairs in the dress circle.**

The Yarrowonga Community Hall has a maximum capacity limit of **200 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.

Moirá 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



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)	\$36.00	\$120.20	\$240.40	\$360.60
Community Hall	\$18.00	\$60.20	\$120.20	\$180.90
Community Hall Kitchen	\$18.00	\$60.20	\$120.20	\$180.90
Portable Building	\$11.60 per hour			
Yellow Box Room – Town Hall	\$24.00	\$60.20	\$120.20	\$180.90
Council Chamber - Town Hall	\$24.00	\$60.20	\$120.20	\$180.90
Set Up Town Hall ^{Note 1}	N/A	\$60.20	\$120.20	
Set Up Community Hall ^{Note 1}	N/A	\$30.30	\$60.20	
Rehearsals (Town Hall, Community Hall & Portable)	\$11.90 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 & KEY DEPOSIT				
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			

EXAMPLES OF HIRE FEE CALCULATION

Example 1:

Town Hall required for 4 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 \$60.20. Hire Fee for 8 hours + 1 hour = \$240.40 + \$36 = \$276.40. Tables \$24.00
No charge for Clean Up. Total Fee = \$360.60 + \$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 \$60.20 Town Hall for 5 hours, \$156.20 (4 hours + 1 hour), Community Hall for 5 hours, \$78.20 and Kitchen for 5 hours, \$78.20. Council Cleaner 2hours x \$56.20 = \$112.40

Total Fee \$ 372.80 + \$112.40 deducted from \$400 Bond + \$50 Key Deposit

BOOKING DETAILS

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

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

FACILITY	START DATE	END DATE	TIME		FEE
			FROM	TO	
Set Up <small>Note 1</small>	___/___/___	___/___/___			\$
TOWN HALL Dress Circle <input type="checkbox"/> Portable Stairs <input type="checkbox"/>	___/___/___	___/___/___			\$
Council Chambers	___/___/___	___/___/___			\$
Yellow Box Room	___/___/___	___/___/___			\$
COMMUNITY HALL	___/___/___	___/___/___			\$
Kitchen	___/___/___	___/___/___			\$
PORTABLE	___/___/___	___/___/___			\$
Additional hire dates and times (refer to page 4)					\$

Tables and Chairs <small>Note 2</small>	<input type="checkbox"/>	Tables	\$1.20 per Table per day or hire.	\$
	<input type="checkbox"/>	Chairs	No fee for chairs.	\$0.00
	<input type="checkbox"/>	Set up/Set down by Hirer		\$0.00
	<input type="checkbox"/>	Set up/Set down by Council \$112.40 per hour		\$
Cleaning by Council	<input type="checkbox"/>	\$56.20 per hour and deducted from Bond		\$
Cleaning by Hirer <small>Note 3</small>	<input type="checkbox"/>	<input type="checkbox"/> After the event <input type="checkbox"/> Same Day <input type="checkbox"/> Next Day From _____am/pm to _____am/pm		\$0.00
TOTAL HIRE FEE (Inclusive of GST)				\$

OFFICE USE ONLY

Receipt # _____	Deposit Paid ___/___/___	\$ _____
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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. 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 \$112.40 per hour (2 staff required) will apply if Council is required to handle the tables and chairs (for set up and set down).

3. 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 \$56.20 per hour.

RETURN OF BOND

The refundable bond will be returned to the hirer after completion of the Cleaner's Report (page 8)

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.

PERMITS THAT MAY BE REQUIRED FOR YOUR EVENT

ARE YOU CONDUCTING A FUNDRAISER OR SELLING RAFFLE TICKETS?

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)

Yes No

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?

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

Yes No

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?

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

Yes No

Please visit <https://streatrader.health.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 <input type="checkbox"/>	No <input type="checkbox"/>
A Sporting Activity	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there to be an admission charge?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are goods available for sale?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 30 trestle tables and 300 chairs available for hire. Hirers are required to move, set up, clean and return tables and chairs to storage. **A fee of \$112.40 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 license.

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: _____

Collection/Privacy Statement

Moirra 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.moirra.vic.gov.au.

OFFICE USE ONLY

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 Yarrawonga Town Hall (during business hours).