

# APPLICATION



## Cobram Civic Centre – Booking Form

### APPLICANT DETAILS

<b>Applicant name:</b>			
<b>Organisation:</b>			
<b>Contact phone number:</b>			
<b>Email address:</b>			
<b>Postal address:</b>			
<b>Classification:</b>	Incorporated Assoc. <input type="checkbox"/>	Not-for-Profit <input type="checkbox"/>	Registered Charity <input type="checkbox"/>
	Casual Hirer <input type="checkbox"/>	Registered Business <input type="checkbox"/> <i>commercial fees apply</i>	
<b>ABN or ACN</b>			

### EVENT DETAILS

<b>Description of Event:</b>			
<b>No of expected attendees:</b>	<i>Max Capacity Limit of 450 persons</i>		
<i>Please ensure that the venue is suitable for your event based on the anticipated number of attendees and staff.</i>			

### CLASSIFICATION

**Not-for-profit organisations** are organisations that provide services to the community and do not operate to make a profit for its members (or shareholders, if applicable). A few examples are childcare centres, art centres, neighbourhood associations, medical centres and sports clubs. All profits must go back into the services the organisation provides.

An **incorporated association** is a registered legal entity usually established for recreational, cultural or charitable purposes. It must have at least five members and all profits are put back into the association's activities.

A **registered charity** is an organization established and operated for charitable purposes, and must devote its resources to charitable activities. They must also be registered with the Australian Charities and Not-For-Profit Commission.

**Casual Hirer** is any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a council facility for non-commercial or non-profit making purposes.



## SCHEDULE OF HIRE FEES

The following hire fees are effective for the 2019/2020 financial year and are subject to change on the 1<sup>st</sup> July each year.

Facility / Description	Hourly Rate (1hr)		½ Day (4 hrs)		Full Day (8 hrs)		Max Fee (12+ hrs)	
	Community	Commercial	Community	Commercial	Community	Commercial	Community	Commercial
Main Hall (includes stage, foyer & kiosk)	\$30.00	\$60.00	\$100.00	\$200.00	\$200.00	\$400.00	\$300.00	\$600.00
Council Chambers	\$30.00	\$60.00	\$100.00	\$200.00	\$200.00	\$400.00	\$300.00	\$600.00
Commercial Kitchen	\$18.00	\$36.00	\$60.00	\$120.00	\$120.00	\$240.00	\$180.00	\$360.00
Rehearsals	\$12.00	\$24.00	Main hall area only. Maximum 4 hours.					
<b>SET UP/CLEANING</b>	Community	Commercial						
Set Up <i>by Hirer</i>			\$50.00	\$100.00	\$100.00	\$200.00		
Set Up/Pack Down <i>by Council</i>	\$50.00	\$100.00	<u>Monday to Friday</u> . Tables & chairs only. Minimum 1 hour. Any further time required for set up/pack up will be deducted from bond.					
Cleaning performed <i>by Council</i>	\$50.00	\$100.00	<u>Monday to Friday</u> . Minimum 2 hours. Any further time required for cleaning will be deducted from bond.					
<b>ITEMS</b>	Community	Commercial						
PA System Hire	\$55.00	\$110.00	Per function. Additional Bond amount applies.					
Tables	Free	\$1.00	Fee per table per day of hire. 40 round trestle tables available					
Chairs	Free	Free	Approximately 430 chairs available.					
<b>DEPOSITS &amp; REFUNDABLE BONDS</b>								
Booking Deposit		\$50.00	Per booking (non-refundable and deducted from total hire fee).					
Key Deposit		\$50.00	Additional Key Agreement to be signed at time of collection.					
	Main Hall	\$250.00	Including Stage, Foyer and Kiosk					
	Council Chambers	\$250.00						
	Commercial Kitchen	\$250.00						
	More than One Area	\$400.00	<i>i.e Main Hall and Commercial Kitchen OR All areas hired</i>					
	PA System	\$100.00						

### EXAMPLE 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 (9 hours) and clean up next day by hirer. 20 Tables and 200 chairs required.

Set up fee \$100.00 (8hrs). Hire Fee (8hrs) \$200.00 + 1 hour (1hr) \$30.00 = \$230.00. Tables & Chairs \$0.00.  
**Total Fees: \$330.00 + \$250 Bond + \$50 key deposit = \$630.00**

No charge for time taken for the hirer to clean up following the event.

### 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.

## 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		
<b>Set Up</b>	___/___/___	___/___/___				\$
<b>Main Hall</b>	___/___/___	___/___/___				\$
<input type="checkbox"/> Stage	___/___/___	___/___/___				\$
<input type="checkbox"/> Portable Stairs	___/___/___	___/___/___				\$
<input type="checkbox"/> Kiosk	___/___/___	___/___/___				\$
<b>Council Chambers</b>	___/___/___	___/___/___				\$
<b>Commercial Kitchen</b>	___/___/___	___/___/___				\$
<b>Additional Hire Dates and Times (refer to page 4)</b>						\$

ITEM	✓	DESCRIPTION	NO.	DAYS	FEE
<b>Tables and Chairs</b>	<input type="checkbox"/>	Round trestle tables			\$
	<input type="checkbox"/>	430 black chairs			\$0.00
<b>PA System</b>	<input type="checkbox"/>	2 wireless microphones and CD Player (main hall only)			\$
<b>Set Up by Hirer</b>	<input type="checkbox"/>	Set up/Set down by Hirer			\$0.00
<b>Cleaning by Hirer</b>	<input type="checkbox"/>	<input type="checkbox"/> Day of the Event <input type="checkbox"/> Same Day <input type="checkbox"/> Next Day From _____am/pm to _____am/pm			\$0.00
<b>Set Up by Council</b>	<input type="checkbox"/>	Minimum 1 hour. <i>Any further time for set up/set down will be deducted from bond.</i>			\$
<b>Cleaning by Council</b>	<input type="checkbox"/>	Minimum 2 hours. (refer to Fees on Page 2) <i>Any further time required for cleaning will be deducted from bond.</i>			\$

## OFFICE USE ONLY

Date Paid ___/___/___	Receipt # _____	<b>Refundable Bond</b>	\$
Date Paid ___/___/___	Receipt # _____	<b>Key Deposit</b>	<b>\$50.00</b>
Date Paid ___/___/___	Receipt # _____	<b>Booking Deposit</b>	<b>-\$50.00</b>
Date Paid ___/___/___	Receipt # _____	<b>TOTAL AMOUNT OWING</b>	<b>\$</b>



## RETURN OF BOND

The refundable bond and key deposit will be returned to the hirer after completion of an inspection by Council.

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:			
<b>AUTHORISATION</b>			
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](http://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](http://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 Council's 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. 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 venue is restricted to the times booked. Accessing the venue before the time indicated on the application form or remaining in the venue 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.

### 5. Toilets

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

### 6. 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 and hire fee is required for use of the PA System.

### 7. Tables and Chairs

There are 40 round trestle tables and approximately 430 black plastic chairs 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. Smoking

Smoking is **NOT PERMITTED** within any section of the Cobram Civic Centre.

### 10. Alcohol

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

### 11. 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 by the applicant. The hired area includes the foyer, toilets, external verandah and surrounds.**

### 12. 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 (Page 6 - 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](http://www.moiravic.gov.au).