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## APPLICATION FOR CASUAL HALL HIRE

Full Name	
Postal Address	
	Postcode
Telephone	Mobile
Email	
Organisation <i>(If applicable)</i>	
<b>DETAILS OF HALL TO BE BOOKED</b>	
Name of Hall	

**NOTE** - When nominating the times above, please ensure that you include set-up time, time for the activity and clean-up time (i.e. the time you intend arriving at the hall to set up through to the time you intend leaving the hall with all your belongings).

<b>DETAILS OF FUNCTION</b>			
Day & Date Required	Time(s) Required	Room Required (Hall, supper room, meeting room, kitchen, external toilets/grounds)	Light & Sound Required yes/no
	From _____ To _____		
Will Alcohol be consumed?      Yes / No  <div style="text-align: right;">Liquor Permit _____</div>			
Will Alcohol be sold?              Yes / No			

**PUBLIC LIABILITY INSURANCE**

*A Certificate of Currency or a copy of current Public Liability Insurance Policy **MUST** be attached to this Application.*

Certificate/Policy Number

Expiry Date

Amount of Cover (*minimum \$20m*)

**OR**

The Hirer wishes to use the Hirers Liability Policy purchased by the Sorell Council

**TERMS AND CONDITIONS**

1. All charges in relation to hire must be paid in full by the due date, unless Council has approved an alternative arrangement.
2. All charges will be calculated and invoiced on a six monthly basis and invoiced in advance.
3. The hirer agrees to keep the hall/rooms clean and tidy and that all rubbish will be placed in the bins provided. Failure to ensure the facility is left clean and tidy and in the event that additional cleaning is required the hirer will be charged for any additional cleaning costs incurred by Council.
4. Use of a council facility without a prior booking having been approved by Council will incur an additional fee of \$25.00 (on each occasion) on top of the normal hire fee, in addition the Regular Community Use discount will not apply.
5. A set of keys required to enter the booked facilities will be provided to the user for the period of the booking, upon signing the Key Register Form. At the completion of the booking/season the keys must be returned to Council. Failure to return keys to Council will result in the user being charged for the replacement of the keys which were provided, and may also include a charge for re-keying the lock if deemed necessary by Council.
6. The Council reserves the right to approve the use of the hall/rooms by other persons at any time not specified in this application
7. Council may require the hirer to make available any room or facility in the hall to another hirer where such building or facility is not the property of the hirer. This may include removal of goods and chattels of the hirer if deemed necessary.
8. Council reserves the right to cancel the hirer's use of hall/rooms on a date shown in this application in the event of the ground being required for an extraordinary function or extraordinary use.

9. Council reserves the right to close hall/rooms for use, or redirect users to an alternate court/ground where in the opinion of the General Manager or his delegate, conditions render the hall/rooms unsuitable for use.
10. The hirer shall not do, or neglect to do, or permit to be done or left undone, anything that will affect the Council's Insurance Policy or Policies relative to fire or public risk in connection with the hire of this court/ground and the hirer hereby agrees to indemnify the Council to the extent that such policies are affected by commission or omission.
11. The hirer agrees to indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, claims, charges, expenses and damages whatsoever which may be brought about or made or claimed against it by any of them arising out of or in any way related to the use of this hall/rooms.
12. The hirer shall at all times during the allocated period of hire, insure and keep insured with an insurance company approved by the Council against public risk for an amount of not less than \$20 million.
13. The hirer shall not produce, or perform, or suffer to be produced or performed on any reserve any dramatic, musical or other work in infringement of the copyright, or performing right of any owner of such rights, and it shall be a condition and term of this hiring that the hirer indemnifies Council against any claim for breach of copyright during such hiring, and any costs incurred in connection therewith.
14. No intoxicating liquor is to be served, or sold in association with this hiring unless the necessary approval has been obtained from Council and evidence of Licensing Commission permits are produced. The hirer is to strictly observe wet and dry areas stipulated on the permit.
15. The hirer agrees to cover the cost of any damage to the hall/rooms, other than general wear and tear as determined by Council.
16. The hirer agrees to cover the cost of replacement of any keys lost or damaged.
17. The hirer acknowledges that they have read the supplied evacuation documentation and understand the procedure to be followed should an evacuation be required whilst the facility is in use.

## **UNDERTAKING**

**I/WE HEREBY MAKE APPLICATION FOR USE OF THE ABOVE** Council hall/rooms for the dates and times specified and acknowledge having received and read the Terms and Conditions of hire undertake to be bound by and comply with the Terms and Conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the courts/ground in association with this application comply with the Terms and Conditions.

Applicant Signature

| Date

OFFICE USE ONLY

Special Conditions? (*Please circle one*) **YES / NO**

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Application (*Please circle one*) **APPROVED / REFUSED**

Reason if refused \_\_\_\_\_  
\_\_\_\_\_

Signature

Date