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sorell.council@sorell.tas.gov.au  
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## APPLICATION FOR HALL HIRE PERMIT

Applicants name:  
(Permit Holder)

Postal Address of Applicant:

Phone Number:

Email:

Postal Address for Invoices:

Email:

*Please provide details of two contacts for bookings/ground closures:*

**Contact 1:** Name:

Mobile Phone Number:

Email:

**Contact 2:** Name:

Mobile Phone Number:

Email:

Hall to be hired:

Responsible Key Holder/s Names:

Proof of Public Liability Insurance Cover Attached:

***If you are a commercial business or incorporated association and do not have a minimum of \$20 million public liability insurance, you are not permitted to hire the facility until you have obtained appropriate insurance cover.***

**OR**

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

Copy of booking schedule MUST be provided:

I hereby acknowledge that I have read and understand the association endorsed COV-19 safety plan and that it will be complied with:

I hereby acknowledge that I have read and understand the COVID-19 'Facility Hire Requirement Agreement' (attached) and agree that the conditions will be complied with:

## **SORELL COUNCIL CONDITIONS AND GUIDELINES OF HALL HIRE**

**By applying to hire Council halls, applicants are deemed to agree to abide by the following terms and conditions if granted a hire permit.**

### **OBLIGATIONS**

#### **BOOKINGS**

The hirer is not permitted to use Councils facilities at any time without a hire permit. If hirer uses hall without prior permission, a surcharge of \$25.00 will be applied as well as the normal hire rate and future use of facilities may be jeopardised.

All requests for changes to bookings are to be emailed through to the Community Liaison Officer - [Sonia.Pullen@sorell.tas.gov.au](mailto:Sonia.Pullen@sorell.tas.gov.au). Adjustments will be made to the booking and fee reduced if appropriate.

All requests and enquiries in relation to facilities must be directed to the Community Liaison Officer.

The Council reserves the right to approve the use of the facility by other persons at any time not specified in this application and reserves the right to cancel the hirer's use of a facility on a date shown in this application in the event of the facility being required for an extraordinary function or extraordinary use.

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.

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.

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 ground.

#### **BOOKINGS FOR EVENTS/GALA DAYS**

If hirer wishes to hold an event, an Event Guideline Application will need to be obtained and completed. Please discuss details of proposed event with the Community Liaison Officer to ensure it will be suitable to be held at the facility. Please allow sufficient time for application to be processed.

#### **CANCELLATION OF BOOKING BY APPLICANTS**

If for any reason the hirer does not require a booking the hirer must advise the Community Liaison Officer prior to the booking date, where possible and no more than one business day after the cancelled booking. No hire fee will be applied if information is provided in accordance with the above.

## **HIRE FEES AND INVOICES**

The hirer must pay the hire fee set in accordance with Council's adopted Fees and Charges Schedule. A tax invoice will be issued at the end of each month and must be paid in full within 30 days unless arrangements have been made with Council's Finance Department.

Credit for non-use of ground of facility will not be credited once an invoice has been raised.

For a casual hirer, fees will be required to be paid at time of hire.

## **KEYS**

The hirer will be responsible for all keys issued to them. Key access to facilities is not to be given to other persons. Hirers are to keep a register of those who have been allocated keys and this information must be provided if requested by the Community Liaison Officer.

Hirers listed as responsible key holders are required to sign Council's key register at the time of collecting key/s. Please note that only one hire key per responsible person will be allocated. This does not include miscellaneous keys.

All keys must be returned within 1 week from your last booking. Failure to return keys may incur rekeying costs.

Casual hirers are required to return key no later than next business day.

## **HOUSE KEEPING - CARE AND TIDINESS**

The hirer must ensure all reasonable care is taken to avoid damage to the facilities.

The hirer is responsible for ensuring the facility is left clean and tidy in readiness for the next booking.

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.

All rubbish left by participants and spectators of your event, must be placed in the rubbish bins provided. If requested extra bins can be provided at the expense of the Club.

Equipment is not to be stored in halls without prior permission from the Community Liaison Officer. These are to be kept clear at all times. Damage or loss to anything stored in the hired facility is at the hirers own risk and no liability is given or implied by Council.

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.

## **HALL CLOSURES**

Council reserves the right at any time to close a hall or redirect users to an alternate hall if it is considered that it is unsuitable for use for any reason. Council will endeavour to communicate any closure directly with the hirer as early as possible.

Bookings will be automatically cancelled when a hall is closed.

## **PRE-CHECKING GROUNDS AND FACILITIES**

Before each use the hirer or responsible person must physically inspect the whole facility for anything that may cause potential injury. Such things are at the hirers risk alone and the hirer is responsible for

their removal so far as possible. Each inspection must be documented and records kept for production if required. The hirer must also notify Council on the next business day.

**BREAKAGE/MAINTENANCE**

All breakages/maintenance issues must be reported to the Community Liaison Officer at the time if during business hours or if after hours the next business day.

In the case of an after-hours emergency, please call the after-hours number 6269 0000.

**SECURITY**

It is the responsibility of the clubs to ensure all facilities are locked at the end of each hire period.

**EVACUATION**

The hirer acknowledges that they and have read the supplied evacuation documentation and understand the procedure to be followed should an evacuation be required whilst the facility is in use and they will provide a person to be in charge during the hire period and in an emergency that person will assume the role of Chief Warden and follow the emergency procedures.

**INSURANCE**

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.

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.

**BREACH OF PERMIT CONDITIONS**

Council may at any time cancel the hire permit if the hirer consistently or seriously breaches any permit condition. Any cost or expense incurred as a result of a breach of permit conditions will be recoverable from the hirer. The hirer agrees to cover the cost of any damage to the facilities, other than general wear and tear as determined by Council.

<p><b>I/WE HEREBY MAKE APPLICATION FOR USE OF THE ABOVE</b> for the dates and times specified and acknowledge having received and read the Conditions of hire and will comply with the Conditions in every respect. 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 Conditions.</p>	
Applicant Signature	Date
OFFICE USE ONLY	
<p>Application : <b><i>Approved/Refused</i></b></p> <p>Copy of of association endorsed COVID-19 safety plan is provided: <input type="checkbox"/></p> <p>Copy of COVID-19 Facility Hire Requirement Agreement has been provided: <input type="checkbox"/></p> <p>Keys Required.....</p> <p>Signature.....Date Approved.....</p>	

