

# Venue Hire Application

## IMPORTANT NOTICE

Western Downs Regional Council is collecting personal information you supply on this form in accordance with Local Government Act 2009. The personal information collected on this form will be used to process hire application and administration relating to the hire of the venue. Your personal information will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

## Venue Details

Venue Location	<input type="checkbox"/> Chinchilla Cultural Centre <input type="checkbox"/> Leichhardt Centre Miles <input type="checkbox"/> Tara Soldiers Memorial Hall <input type="checkbox"/> Wandoan Cultural Centre
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## Applicant/Organisation Details

Applicant/Organisation:			
Contact Person:			
Address:			
Suburb:		Postcode:	
Phone (h):		Phone (m):	
Email Address:			

## Event/Booking Details

Type of Event:	
Area Required:	
Date and Time Required:	<input type="checkbox"/> Recurring Booking
Setup Date and Time Required:	
Number of People Attending Event:	
Insurance Requirements	<input type="checkbox"/> Hiring more than 12 times in a calendar year - you WILL need Public Liability Insurance of \$20 Million <input type="checkbox"/> If you are a sporting body, club, association, corporation or incorporated body you WILL need Public Liability Insurance <input type="checkbox"/> If you are a non-commercial, non-profit making and non-incorporated body and hiring 12 times or less, you are covered by the Council's Casual Users Liability Insurance.



Liquor Licence Details:	Will there be alcohol at the event:      Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, will alcohol be for sale:      Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>The selling of alcohol requires the hirer to obtain a liquor licence for the event - refer to the Office of Liquor, Gaming and Racing to obtain a licence.</i>

**General Technical Requirements**

Projector Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Microphone Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
iPod/CD/AUX required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Static Stage Lighting Required	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Customer Signature**

I/We, the above applicant/s, accept the hire costs as set by Western Downs Regional Council and agree to pay the required fees on finalisation of this form. I have read the Terms and Conditions of Hire and hereby accept and agree to abide by the conditions.

Name:	Signature:	Date:      /      /
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**Office Use Only**

Fees to be paid:	\$	Receipt No & Date Paid:	
Bond	\$500.00	Receipt No & Date Paid:	
Booking Confirmed:		Officer's Signature:	
Pre Inspection Booked:		Post Inspection Booked:	



## Council Facilities Terms & Conditions of Hire

**Upon confirmation of a booking, it is acknowledged that the hirer is aware of, understands and accepts the following conditions;**

**Bookings:** In all cases, applications for the use of the Centre are to be made to the Western Downs Regional Council. All fees (as set in Council's Register of Cost Recovery Fees and Commercial Charges) are to be paid prior to the commencement of the booking.

The hirer is responsible for the opening up and locking of the centre upon commencement and completion of their event. All keys can be collected from Council's Facilities Administration Officer, during normal business hours, prior to the event (preferably during the pre-event inspection). Where the centre is not locked and left as required, further charges may apply. All keys are to be returned to the Facilities Administration officer on the next business day following the event (preferably during the post-event inspection).

After a night time event the Centre shall be cleaned and vacated before 10:30am the following morning, unless prior arrangements have been made with Council.

**Pricing:** The Western Downs Regional Council reserves the right to review pricing up to three (3) months prior to the date of the function.

**Tentative Bookings:** Tentative bookings will be accepted at the discretion of the Council and will be held for a period of 14 (fourteen) days. Should we receive enquiries for a date that is tentatively booked; the contact person for the tentative booking will be notified and given first preference to confirm their reservation.

**Payment:** Our policy requires full payment of all charges prior to the commencement of hire of the facility.

**Cancellation of your booking:** Notification must be provided to Council, as soon as possible, in the event of a cancellation.

**Table/Seating Plans:** Floor plans are provided to the hirer to assist with layout design for your event.

**Delivery and pick up of equipment:** Council must be advised of any deliveries and collections to be made on behalf of the hirer, to ensure that staff can be available to provide entry access to the facility. If collections/deliveries are outside of regular business hours, arrangements will need to be made with additional costs to apply for staff attendance.

**Entertainment:** Bump in/bump out times are to be pre-arranged with Council. Hirers are responsible for payment of royalties, fees, licences etc from Australian Performing Rights Assoc. and/or specific owners of performing or copyright rights eg. school plays, theatre productions. Any action taken against the venue in this regard will be referred to the Hirer.

**Room access:** Dependant on other function bookings at the Centre, it may not be possible to grant access to the facilities the day prior to an event for decorating purposes or the day after an event for cleaning up.

**General Safety:** All hirers must comply with relevant Occupational Health and Safety guidelines. The hirers shall maintain all provided exits are clear and useable at all times and shall secure that same are unlocked throughout the hire period. Exit lights shall be kept on at all times. The Hirer is also responsible for ensuring that all persons have vacated the building at the completion of the event and that all windows, doors and other openings are locked and secure before leaving the Centre.

**Fire Safety:** No open radiators, exposed globes or gas fuelled devices are permitted on the premises. No pyrotechnic devices or displays or open flames are permitted in or around the centre. Any stage prop, curtain,

fabric, cardboard, paper-mache etc. must not be placed near lights or any other devices generating heat. Such items must comply with AS1530.3 in respect of fire indices.

**Operation of Equipment:** No person shall operate any equipment of any nature in the Centre, unless such person is competent in the operation of such equipment, including all relevant safety aspects. No minor shall operate any equipment in the Centre at any time. Council may at their discretion refuse to permit the operation of any equipment in the Centre by any person at any time.

**Vehicles:** Vehicles are not to be driven on the grassed areas surrounding the Centre unless prior arrangements are made with the Western Downs Regional Council.

**Electrical Obligations:** Electrical equipment owned by the Hirer or introduced into the Centre for a function must at all times be in good condition and proper working order and compliant with Australian safety regulations including a current safety inspection tag. No open radiators or exposed globes are permitted.

**Accident, Damage or Loss:** The Hirer shall be held responsible for and be required to make good any loss or damage to property, furniture, appliances or apparatus occurring during the period of hire. Damage shall be deemed to include articles chipped or cracked. The Hirer will be responsible to reimburse Council for any damages/breakages/losses in the centre. The Council shall not be held responsible in any way for the damage to or loss of any property whatsoever placed in the Centre by the Hirer, nor for any loss occasioned by the Hirer through accident or failure of the electricity or other plant or by any unavoidable cause.

**Temporary Fixtures and Decorations:** The floors, walls, or any parts of the Centre must not be broken or pierced by nails, screws, or other contrivances, nor may any writing, printing, painting or other decoration be made on the walls. No scenery, fittings, decorations, posters, advertisements, flags, shields, or emblems of any kind shall be erected, fixed, hung or displayed in or upon the building other than on the stage area (conditions apply) and the provided wall fixtures and not without the prior consent of the Management. Should streamers, banners, posters or other decorations be permitted, they should be affixed in such a way as to cause no damage or disfigurement to the paintwork etc, and must be taken down and removed from the premises after the conclusion of the function. Adhesive tape and blu-tack are not acceptable methods of attachment.

**Agreement:** The Western Downs Regional Council will take all reasonable steps to ensure the conditions required by the client are met, however, the Western Downs Regional Council cannot be held responsible if unable to carry out the terms due to circumstances beyond our control including, but not limited to, power disturbances, industrial disputes, fire, flood, vandalism, or any act that prevents or inhibits the normal operation of this venue.

**Control of Centre:** The general administration and control of the Centre is vested in the Council who shall exercise absolute discretionary powers of the good order and control at such premises. The Hirer must comply with all Statutory Rules, provisions and Regulations of the Commonwealth and State Governments for the time being in force. Hirers must not allow the premises to be used in a disorderly manner or in any manner likely to cause any annoyance to neighbours or to bring disrepute to the Western Downs Regional Council. The Council reserves the right to alter the rules and charges at any time without notice. Bookings are accepted on the understanding that the Hirers have already inspected the premises and satisfied themselves as to the adequacy and suitability of the facilities and the equipment.

**Hirers Duty of Care:** Hirers are reminded of their common law duty of care to persons who utilise the Centre during the period of their hire and the consequent need for them to conduct their activities in such a way as to minimise the likelihood of accident, loss, damage or injury being sustained to any person as a result of such activities (refer to 'Control of the Centre'). Hirers should obtain a policy of insurance for an amount which will provide adequate cover against all insurable public and other risks in relation to their proposed activities in the Centre, should such a fully paid up policy not already exist in their name.

**Insurance Requirements:** The Western Downs Regional Council maintains a Broadform Liability Insurance Policy providing coverage for 'Casual Hirers'. The cover is available to natural persons who are non-commercial, not incorporated and irregular users of Council Facilities. Further information regarding this cover is available from Council. All Hirers who are not 'Casual Hirers' must provide to Council a Certificate of Currency indicating Public Liability and Indemnity Cover of no less than \$20 Million (\$20 million dollars) per claim. This certificate must accompany the hire form in order to secure a booking.



**Kitchen / Bar:** The Hirer is responsible for the condition of repair and cleanliness of these areas at the conclusion of the event and should ensure the following items have been attended to;

1. All electrical appliances have been turned off.
2. All refrigerators are empty and have been cleaned.
3. All food preparation benches are clean and free from food waste.
4. All crumbs shall be removed from appliances.
5. No smoking is permitted in the kitchen.
6. Any hired Caterers shall remove all their own equipment at the conclusion of any function unless prior arrangement has been made with Council.
7. The Hirer will need to supply their own tea towels.

When the bar facilities are used all refrigeration shall be turned off at the conclusion of an event and all beer lines and other equipment shall be left clean and free from waste material.

All remaining food and beverage stock is to be removed from the Centre at the conclusion of the event unless prior arrangements have been made with Council. Additional hire charges may apply.

**Cleaning Requirements:** Hirers cleaning expectations are as follows: Removal of all rubbish to wheelie bins / skip bins provided, wipe down tables & chairs and sweep floors. Mop floors & wipe down surfaces in the kitchen and bar. Crockery is to be left clean and dry.

Where these conditions are not met or excessive cleaning is required, an additional cleaning charge will apply. Please note that confetti, rice and fine tinsels may require an excessive cleaning surcharge. Candles, when used as table decorations, may also require an excess cleaning surcharge. The hirer shall in all cases be responsible for the placing and arrangements of all chairs and tables for all functions. Tables should be placed so as to keep free the main entrance, exit and fire fighting equipment provided.

**Alcohol:** If alcohol is to be sold at an event it is the responsibility of the hirer to attain the appropriate liquor licence. Prior approval is required from Council as a condition of any licence. All persons serving alcohol must be supervised by a person holding current RSA endorsement. It is against the law to serve alcohol to, or allow anyone to supply alcohol to, someone who is (a) a minor, (b) unduly intoxicated or (c) disorderly. ID may be required for any person that looks under 18 years of age and if acceptable ID is not shown, service of alcohol must be refused. Please ensure all guests are aware of this policy.

**Smoking:** The hirer shall ensure that no person smokes, carries a lit cigar, cigarette, pipe, match or naked light in any interior part of the Centre. Exceptions may be made in the instance of decorative candles or the context of dramatic performances with prior approval of Council. Smoking is permitted in the designated outdoor smoking area in accordance with common smoking legislation.

**Conditions of Hire:** Where by reason of the unsuitability of the proposed activity, risk to public safety, previous unsatisfactory conduct of the hirer or for other good cause, it is the opinion of the Western Downs Regional Council that the hirer should be refused entry to the Centre; Council may cancel or refuse to hire the Centre. Sub-letting of the Centre is absolutely prohibited, and will not be recognised under any circumstances.

**Privacy:** Recording or photographing any event in the venue must only be done with the permission of the Principal Hirer. The publication of any such recordings or images is subject to the approval of the individuals portrayed in the media in accordance with Common Privacy Laws.

**Disputes:** In the event of any dispute or difference arising as to the interpretation of the Terms & Conditions of Hire, to any matter or thing therein contained, or as to the meaning of any of the terms and conditions, the decision of the Western Downs Regional Council thereon shall be final and conclusive.



# FIRE AND EVACUATION INSTRUCTIONS - COMMUNITY FACILITIES

## GUIDELINES

General evacuation instructions - Must be given to users/hirers at the time of acceptance for the use of the facility (refer to points 1 - 5 below).

First response evacuation instructions - Must be given to users/hirers at the time of acceptance for the use of the facility (refer to points 1 - 7 below).

Evacuation coordination procedures - Must be given by the user/hirer to nominated responsible persons before the start of any activity/event prior to that person(s) taking on those responsibilities (refer to all points below).

## INSTRUCTIONS

The instructions given take into account the following components:

The location of the buildings' escape routes (fire exits and pathways to an exit).

A procedure for conducting members of the public to an exit and then to the designated assembly area (safe place).

1. Checking of all rooms (including toilets) for people (after assessing the risk from smoke or fire).
2. The location of fire fighting equipment (fire extinguishers, blankets and hose reels).
3. The location of fire alarms or equipment for warning of fire (if applicable).
4. The method of operation of fire fighting equipment (fire extinguishers, blankets and hose reels).
5. The method used to activate fire alarms or equipment for warning of fire (if applicable).
6. Making the announcement for occupants of the building to evacuate. This can be delivered via messengers or a public address system (if available)
7. Contacting the Fire Service using the '000' telephone number passing on the details of the emergency.
8. Assessing the effectiveness of the building evacuation, with consideration as to who may be missing and where they may still be within the building. (Conducting a head count).
9. Meeting the attending Fire Service Officer to pass on updated details of the emergency.

### Hirer/User Representative:

I acknowledge that I have read and understood the above Guidelines and Instructions and that I will provide the information to nominated persons who will be acting as Fire & Evacuation Wardens for the duration of the event and will adhere to legislative requirements under the Building Fire Safety Regulation 2008.

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**Printed name**

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**Signature**

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**Date**

### Community Facility Representative

I have provided the above information to the Hirer/User along with a Site Specific plan and that I have outlined the actions to be followed in case of emergency, the location of emergency assembly points, the location of fire alarms and fire extinguishers.

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**Printed name**

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**Signature**

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**Date**

