



## Application and Acceptance of Conditions for Casual Hire of Council Halls

Bright Community Centre  Mt Beauty Community Centre   
 Myrtleford Senior Citizens Centre  Other .....

### Hirer Information

Organisation making application: .....  
 Contact Person: .....  
 Contact address: .....  
 Contact telephone number(s): .....  
 Email address: .....

### Insurance

**Note: ALL hirers must have Public Liability Insurance  
 Please attach a copy of your Public Liability Insurance Certificate of Currency.**

If you do not have your own Public Liability Insurance, Local Community Insurance may be able to assist you. Visit [www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au)

**Some** casual hirers may be eligible to be covered under Council's Community Liability Pack insurance. The fee for this is an additional **\$33.00** per hire and is designed for one-off casual hirers for non-profit type functions. For more information, or to see if you are eligible please contact Council's Risk Management Officer on 57 550 555.

### Details of Hire of the Community Facility

Hire is for the use of: Hall only  Hall & Kitchen  Other: .....eg multi media  
 Date(s) required: .....  
 Time(s) required: Start time: ..... End Time: .....  
 Purpose of hire: .....

### Charges (GST included)

Hall Hire (\$15/hr up to a maximum of \$150/day)	\$
Hall and Kitchen Hire (\$25/hr up to a maximum of \$250/day)	\$
Kitchen only (\$15/hr up to a maximum of \$150/day)	\$
Other: Bond \$260 required for major events	\$
Council's Special Risk Policy cover @ \$33.00	\$
<b>Total due</b>	<b>\$</b>



## Additional Requirements

Please circle yes/no and attach supporting documentation if applicable

Do you propose to display advertising boards or banners outside the building?	Yes	No	If yes, you will require a temporary advertising permit from Council. Contact the Local Laws Dept on 03 57550555 or go to <a href="http://alpineshire.vic.gov.au">alpineshire.vic.gov.au</a>
Will alcohol be sold or consumed?	Yes	No	If yes, please contact Victorian Commission for Gambling or Liquor Regulation on 1300 182 457 regarding any compliance requirements or go to <a href="http://www.vcglr.vic.gov.au">www.vcglr.vic.gov.au</a>
Will there be the use of PA systems or loud speakers?	Yes	No	Bright and Mt Beauty Community Halls have inbuilt PA systems.
Do you propose to serve food?	Yes	No	If yes, you are required to have a current temporary food premises registration with your principal Council and notify Alpine Shire Council of your intention to sell food by going online to <a href="mailto:streetrader@health.vic.gov.au">streetrader@health.vic.gov.au</a> and lodge a Statement of Trade at least 7 days prior to the event date.
Do you propose to erect portable structures or amusement devices eg temporary stage?	Yes	No	If yes please attach evidence of approval from a Municipal Building Surveyor. If in doubt please contact the Building Dept at the Alpine Shire on 57550 555
Other (Please describe)			

I/We acknowledge that I/we have **read and understood the Conditions of Hire for Community Facilities** and agree to comply with all requirements and pay all fees as outlined relating to my/our hire of the facility. My payment of: ..... is enclosed. I hereby indemnify the Council from any loss, damage or personal and public injury resulting from this hire agreement. Note: excludes participation risk, i.e.: excludes any indemnity to individuals participating in any sporting activities.

Name of Hirer (please print) \_\_\_\_\_

Signature of Hirer \_\_\_\_\_ Date \_\_\_\_\_

**Please note: Community Facilities will close at 11pm weekdays and 12pm on weekends unless a later closing time has been negotiated with the Managing Authority**

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**Staff Use Only:**

Booking Taken By: (Staff)..... Date: .....  
 Total Cost of Booking: ..... Payment Method: .....