



## THE PAVILION

### Casual Facility Hire Application Form

Council reserves the right to refuse applications at Councils sole discretion.

For bookings and enquiries, contact:

Alpine Shire Council  
Facilities Officer  
Ph: 03 5755 0555  
Web: [alpineshire.vic.gov.au](http://alpineshire.vic.gov.au)

SECTION A – TO BE COMPLETED BY THE APPLICANT	
<b>Contact Information</b>	
Organisation/ Group Name:	
Contact Person Name:	
Contact Person Position:	
Postal Address:	
	Postcode:
Phone (BH):	Mobile:
Email Address:	
<b>Insurance</b>	
It is a requirement of Council that all hirers have <i>Public Liability Insurance</i> for a minimum insured sum of \$20 million for any one event.	
A current copy of your <i>Public Liability Insurance</i> must be provided with your booking form.	
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 (fee’s apply). This insurance is designed for one-off casual hirers for not-for-profit type functions. For more information, or to see if you are eligible, please contact Council’s Risk Management Officer ph: 03 5755 0555.

Please provide the following details for your *Public Liability Insurance* and **enclose a copy with this application.**

Insurance Company:

Policy Number:

Expiry Date:

Amount:

**SECTION B – TO BE COMPLETED BY THE APPLICANT**

**Scheduled Booking Information**

*NB. Please ensure that you have included sufficient set-up and pack-up time in your booking:*

Tick	Facility	Holds	Date	Time In	Time Out
<input type="checkbox"/>	Meeting Room	12	___/___/___	___:___	___:___
<input type="checkbox"/>	Function Room	150	___/___/___	___:___	___:___
<input type="checkbox"/>	Bar Area	50	___/___/___	___:___	___:___
<input type="checkbox"/>	Kitchen	10	___/___/___	___:___	___:___
<input type="checkbox"/>	The Pavilion (All)	200	___/___/___	___:___	___:___

Please briefly describe the purpose of hire:

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**SECTION C – TO BE COMPETED BY APPLICANT**

**Please select any additional requirements from the list below**

Tick	Additional Requirements	Comments
<input type="checkbox"/>	Display advertising boards or banners	A temporary advertising permit is required from Council.  Contact Local Laws Department on 03 5755 0555 or go online to <a href="http://www.alpineshire.vic.gov.au">www.alpineshire.vic.gov.au</a>
<input type="checkbox"/>	Sell or consume alcohol	A liquor license is required.  Contact the Victorian Commission for Gambling or Liquor Regulation on 1300 182 457 or online <a href="http://www.vcglr.vic.gov.au">www.vcglr.vic.gov.au</a>
<input type="checkbox"/>	Serve food	A temporary food premise registration is required.  Apply online at <a href="mailto:streettrader@health.vic.gov.au">streettrader@health.vic.gov.au</a> at least 7 days prior to the event.
<input type="checkbox"/>	Raffle or door prize	A gambling permit may be required.  Contact the Victorian Commission for Gambling or Liquor Regulation on 1300 182 457 or online <a href="http://www.vcglr.vic.gov.au">www.vcglr.vic.gov.au</a>
<input type="checkbox"/>	Changed traffic conditions.	A Traffic Management Plan conforming to AS1742 may be required from Council.  Contact Council on 03 5755 0555 or go to <a href="http://www.alpineshire.vic.gov.au">www.alpineshire.vic.gov.au</a>

**All permits and applications are the responsibility of the Hirer.**

**SECTION D – OFFICE USE ONLY**

**Hire Charge (including GST) inclusive of set-up and pack-up time**

Hourly Rate \_\_\_\_\_ Total Hours of Hire @ \$25/hour \$ \_\_\_\_\_

Public Liability Fee @ \$50/day \$ \_\_\_\_\_

**TOTAL Hire Fee (including GST)** \$ \_\_\_\_\_

**Bond (including GST) if applicable**

Security Bond (\$300/ day) Receipt No. \_\_\_\_\_ Date Paid \_\_\_/\_\_\_/\_\_\_

Swipe Card Bond (\$50/card) Receipt No. \_\_\_\_\_ Date Paid \_\_\_/\_\_\_/\_\_\_

**TOTAL Bond Fee (including GST)** \$ \_\_\_\_\_

The total hire fee and bond must be paid 10 business days prior to the date(s) of hire.

**SECTION D – OFFICE USE ONLY**

**Swipe Card Number:**

**SECTION E – TO BE SIGNED BY THE HIRER**

- The hirer agrees to indemnify and to keep indemnified, Alpine Shire Council (Council) its servants and agents and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the hirers performance or purported performance of its obligations under this Agreement and be directly related to the negligent acts, errors or omission of the hirer.
- The hirers liability to indemnify Council shall be reduced proportionally to the extent that any act or omission of Council, its servants or agents, contributed to the loss or liability.
- The hirer has appropriate public liability insurance (copy of Certificate of Currency to be attached) and is responsible for any damage to Council property caused by members of the hiring organisation/ group and/or their associates. If any damages arise from the hiring organisations/ groups use the

hiring organisation/ group shall be responsible for all costs.

- Council reserves the right to cancel bookings at short notice due to inclement weather conditions, ground conditions or other matters that may compromise safety, or increase risk of damage to The Pavilion.
- The hirer accepts responsibility that The Pavilion is suitable for the desired activities. Council accepts no responsibility for the condition of The Pavilion or associated amenities in providing the hirers activities.
- The venue is to be left in a clean, neat and tidy condition at the completion of the license term, and all waste is to be placed in the bins in the storage area.
- No nuisance or annoyance, including excessive noise, shall be caused to persons on neighbouring properties by any activities associated with your function.
- Council prohibits any persons from consuming or bringing any intoxicating liquor on to a reserve without written approval from Council and the necessary permit from the Liquor Licensing Commission. It is the hirer's responsibility to obtain the necessary permit from the Liquor Licensing Commission.
- Facilities at the Alpine Events Park are for public use and must be shared.

As a delegate of the organisation/ group listed above, I acknowledge that I have read and agree to abide by the conditions of *The Pavilion Operations Manual*, and undertake to comply with all respects of such conditions should the application be successful.

Name:

Position:

Signed:

Date:

Please note, it is the hirers responsibility to ensure all other relevant permits or permissions including Planning, Health and Local Laws (such as Liquor Licenses, Traffic Management Plans etc) are obtained if required prior to the commencement of use. Please contact the Council Facilities Officer to discuss these requirements.

**Privacy Statement:** The Personal Information collected by Council will be handled in accordance with the *Privacy and Data Protection Act 2014* and used for the specified purpose(s) only. You can access your personal information by contacting Council Facilities Officer on 03 5755 0555.

