



HALL HIRE PERMIT APPLICATION

Form #	6.1164 / 6
Reviewed:	Jan 2018

1. Event Organiser Details			
Contact Person for Event			
Organisation			
Address			
Phone / Mobile		Email	

2. Event Name	
Event Title	
Location of Event	CEDUNA MEMORIAL HALL
Event Description Provide detail of usage of venue	

3. Event Details			
Event date(s)	Start		Finish
Event time(s)	Start		Finish
Venue Preparation	Start date		Time
	Vacated date		Time
Estimated daily attendance		Estimated overall attendance (for events longer than 1 day)	

4. Venue Facilities Required					
Entire Hall	Yes / No	Main Hall Only	Yes / No	Western Foyer	Yes / No
Kitchen Facilities	Yes / No	Start time		Finish	
Poynton St Foyer	Yes / No	Other:			

5. Guidance Notes and Constraints	
Insurance	Council requires evidence of public liability insurance for food and alcohol providers, amusement device providers and any other high risk participants. Other types of low risk participants can be managed by the event organiser. The event organiser is to ensure that if participants do not hold their own public liability insurance, that the event organiser's public liability insurance covers each participant.
Signage	Any promotional signage requirements must be discussed with Council.
Pyrotechnics	Pyrotechnic displays are not permitted.
Inspections	Pre and post event inspections may be carried out at Council's discretion

OFFICE USE ONLY				Invoiced	Yes / No
Date Received:		Registration #:		Invoice #:	
File #:		Referred to:		A/c #:	

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6. Event Insurance for groups & organisations – other than a natural person.		
If your event is being held on behalf of an organisation, please provide your organisations:	Policy Number	Expiry Date
Public Liability Insurance (Minimum \$10 million) Certificate of Currency to be provided If your event includes other participants, such as food or alcohol, amusement devise, craft stallholders or entertainment providers you are required to ensure that each participant is covered by their own public liability insurance or that your public liability insurance covers all the participants. The signing of this event application form documents your agreement to this condition.		/ /

7. Alcohol
<p>Is alcohol for sale? Where alcohol is to be sold, supplied or consumed, you may be required to obtain a Limited Liquor Licence under the Liquor Licensing Act 1997. Refer to Consumer and Business Services (CBS) www.cbs.sa.gov.au or phone 131 882 for further details.</p> <p><input type="checkbox"/> Yes – Please supply alcohol provider details below and organise a Limited Licence from CBS. Applications to be submitted at least 14 days prior to event. Licence number to be supplied to Council.</p> <p><input type="checkbox"/> No</p> <p>Do you need a supporting letter from Council for your liquor licence application <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you providing alcohol for consumption purposes only (not for sale)?</p> <p><input type="checkbox"/> Yes - you may need to obtain a Limited Licence from CBS. Applications to be submitted at least 14 days prior to event. If issued with a licence, please supply alcohol provider details and licence number to Council.</p> <p><input type="checkbox"/> No – go to Section 8</p>

Alcohol Provider	Contact Name	Contact Number	Producer Licence or Limited Licence Number	How will alcohol be served and managed?	How many people do you expect in the licenced area at any one time?	Public Liability Insurance Expiry Date
						/ /
						/ /



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8. Food / Beverage

Will food be sold / served / offered at your event?

Yes – Please supply food provider details below and ensure the food provider/s advise of their Food Business Notification Number (FBN)

FBN or temporary application form can be supplied to Council. (Note: permission for Sale of Food and / or handling of food intended for Sale is subject to the registration of a Food Business Notification (FBN). Registration of a FBN can be undertaken on line www.fbn.sa.gov.au).

No – go to Section 9.

Supplier/Caterer/Food Business Name	Type of Supply		Description	Food Business Notification Number or Form Attached?	Public Liability Insurance Number and Expiry Date	Contact Details	
	<input type="checkbox"/> Food	<input type="checkbox"/> Beverage				Name	
	<input type="checkbox"/> Food			FBN: (or application for FBN or Temporary FBN attached) <input type="checkbox"/>	/ /	Name	
	<input type="checkbox"/> Beverage					Address	
	<input type="checkbox"/> Food			FBN: (or application for FBN or Temporary FBN attached) <input type="checkbox"/>	/ /	Email	
	<input type="checkbox"/> Beverage					Phone	
	<input type="checkbox"/> Food			FBN: (or application for FBN or Temporary FBN attached) <input type="checkbox"/>	/ /	Name	
	<input type="checkbox"/> Beverage					Address	
	<input type="checkbox"/> Food			FBN: (or application for FBN or Temporary FBN attached) <input type="checkbox"/>	/ /	Email	
	<input type="checkbox"/> Beverage					Phone	



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9. Amplified Music or Noise

Will the event have amplified music - a Band or DJ?

- Yes
 No – go to Section 10.

Will the event organiser be seeking an exemption from Section 18 Local Nuisance and Litter Control Bill 2016?

All applications to Council must be in writing no less than 30 days prior to the event.

- Yes – Note a **Nuisance Management Plan** must accompany any application for exemption made in writing to Council
 No – go to Section 10.

10. Fees & Charges

Section	Full Day	5 Days	No. of Days	Fees / Charges
Main Hall Only				
Entire Hall				
Poynton Street Foyer				
Western Foyer				
Poynton Street Office				
Other:				
Additional Charges				
- Kitchen Use				
Bond (Refundable, No GST)				\$250.00
Corporate Order #:				
	Total		\$	

Fees and Charges

Hire fee is inclusive of GST.

Community Group – A non for profit group within the Ceduna Council district or a group whose specific function is directly related to the wellbeing of the Ceduna Community. **All fees except the Bond is waived.**

Private Individual Functions – this is a natural person eg. Weddings, Family functions etc.

Business – Agencies, Departmental groups (Gov. and NGO), Private operators.

BOND

Keys must be returned to the Council Office **by 9.00am on the next business day** after hire, otherwise the bond may be forfeited. Council Administration will inspect the Hall following the hire to assess the facilities and equipment to ensure that all is left in a satisfactory condition. The bond may be forfeited, or charged against the Corporate Order Number, if the Hall is not left in a reasonable condition.



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11. General Conditions of permit

1. The permit holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
2. The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
3. The permit is not transferable.
4. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
5. No food or drink will be offered for sale by any permit holder without the prior approval of the Council. *(Note: permission for Sale of Food and / or handling of food intended for Sale is subject to the registration of a Food Business Notification (FBN). Registration of a FBN can be undertaken online www.fbn.sa.gov.au).*
6. The permit holder shall notify the Council at the time of the application, if alcohol is to be served during the period of the permit. If applicable, it is the responsibility of the permit holder to obtain a liquor licence if alcohol is to be served.
7. No adhesive tape, blue tack or drawing pins shall be used on walls or ceilings. If suitable anchors are provided, decorations may be hung from them.
8. No polish, floor speed or other material is to be used on the floor without the prior written approval from the Council who shall reserve the right to refuse the same.
9. The permit holder shall ensure that any breakages of glass or spillage of food or drink are cleaned up immediately.
10. At the completion of the function, all tables, chairs and other furniture must be placed in their original storage locations.
11. All litter resulting from any function must be removed and placed in the mobile garbage bins provided and floors swept if necessary. For hires that result in the generation of excessive waste or for functions that continue over multiple days additional bins can be provided but will result in an additional fee being charged to the Permit Holder.
12. The permit holder shall ensure that when the kitchen is used that any utensils, cutlery, crockery, bench tops etc used are cleaned before leaving the facility.
13. The permit holder shall ensure that all doors and windows are securely fastened and lights, heaters/ air conditioning, kitchen appliances etc. are turned off when leaving the facility.
14. The permit holder will be responsible for the costs associated with the repair and/or replacement of any damaged furniture, fixtures or fittings and any extraordinary cleaning costs.
15. Normal hire charges may be applied if a cancellation is not received at the Council office at least five (5) working days prior to the reserved date.
16. Hirers are reminded that the arrangements for the preparation and serving of food must comply with the provisions of the Food Act.
17. The permit holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
18. The use of power by permit holders shall not exceed that agreed to and approved by the Council.
19. This permit is liable to be revoked by Council if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance.
20. This permit will not come into operation until proof of the appropriate insurance has been provided to the Council and a copy of this document, signed by the Council has been returned to you.



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12. Special Conditions

Council officers will determine if any special conditions are required and note here.

Pre-event considerations:

During event considerations:

Post event considerations:

13. The approval of this event is subject to

1. The Event Organiser agreeing to all General Conditions contained herein.
2. The Event Organiser agreeing to all Special Conditions contained herein.
3. The Event Organiser paying the prescribed fee.
4. The Event Organiser providing all documentation as required in the application.

This approval is not transferable and may be revoked in writing at any time.

14. Keys

Collection of keys

From the Council's Administration Office at 44 O'Loughlin Tce Ceduna, during office hours (Monday – Friday, 9:00am – 5:00pm)

Number (Sets) of keys requested:	
Number (Sets) of keys issued:	

Return of keys

To Council's Administration Office at 44 O'Loughlin Tce Ceduna, **by 9.00am on the next business day** unless otherwise arranged and noted on this application

15. Bond Refund (if applicable) – Event Organiser Bank Account Details

Please provide your bank account details for bond refund:

ABN	
Account Name	
BSB	
Account Number	



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16. Payment Options

Cash / Card at Council's Administration Office

44 O'Loughlin Terrace Ceduna SA 5690, during office hours (Monday – Friday, 9:00am – 5:00pm).

Electronic Funds Transfer

BSB: 105 - 100

Account: 29078240

Reference: Hall Booking *and Name*

Account Name: District Council of Ceduna

17. Event Organiser Declaration

I acknowledge that I have read and understand the General Conditions as defined in Section 11 of this application, and agree to abide by the said conditions.

Any additional "Special Conditions" will be advised via email and must be acknowledged by the applicant.

I confirm that all participants are adequately insured through their own public liability insurance policy or covered by the event organiser's public liability insurance policy.

Signed for and on behalf of the Event Organiser
Name and position

Signature

Date

Office Use Only - Council Authorisation

Approved Yes / No

Officer Approval Signature

Date

Office Use Only – Exemption for S18 Nuisance and Litter Control Bill:

Exemption for S18 Nuisance and Litter Control Bill approved:

Yes

No

Office Use Only - Distribution:

Applicant:

Date:

Administration Officer - Revenue:

Date:

Other:

Date:



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Attachment 'A'

Checklist for Cleaning of Hall

This form must be completed and signed by the hirer and returned to the Council Administration Office following hire of the Hall as soon as is reasonably practical (ie when returning the keys).

Once the completed form has been returned a Council Officer will inspect the Hall prior to the hirer's deposit being released. If facilities are left in an unsatisfactory condition, the hirer will have their bond, or part thereof, forfeited.

Alternatively a cleaner can be arranged through Council. This service is charged as per Council's Fees & Charges Policy (reviewed annually) and must be arranged prior to use of the hall. Council does not supply cleaning products however brooms and mops are located in the loading bay.

KITCHEN & BAR

- Pie warmer cleaned & turned off
- Oven cleaned and turned off
- Range hood turned off
- Fridge cleaned and turned off (doors to be left open)
- Glass Washer cleaned and turned off
- Urn to be emptied
- Sinks and all bench tops to be wiped
- Floor swept and mopped
- Cutlery, glasses etc cleaned and put away in correct place
- Bins to be emptied
- Tea towels to be washed and returned

HALL & WESTERN FOYER

- Floor to be swept
- Tables (stage) to be wiped and stacked in eastern hall corner
- Carpet to be vacuumed
- If the hall floor needs to be mopped, use water only (no chemicals or detergents)

STOREROOM

- Chairs stacked away
- Care to be taken when stacking gear away

WESTERN TOILETS & CHANGEROOMS

- Floors to be swept & mopped
- Toilet bowls to be cleaned
- Hand basins/mirrors to be cleaned
- Urinals deodorized and cleaned
- Bins emptied into Sulo bins

PA ROOM

- Extreme care to be taken with the PA system
- All Equipment stored neatly (all cables to be coiled, plug end in place)
- Care taken with piano when storing
- Ensure PA room door is locked

GENERAL

- Ensure all lights are switched off
- Ensure all windows are locked
- Ensure all doors are locked and secured



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ADDITIONAL COMMENTS / RECORD ANY DAMAGES / BREAKAGES

.....
.....
.....

Hirer's Name

Signature Date...../...../.....

OFFICE USE ONLY

(To be completed by inspecting Council Officer)

RECOMMENDATION

- Bond to be returned in full
- Bond to be forfeited
- Bond to be returned in part to the amount of \$ _____

ADDITIONAL COMMENTS / DAMAGES / BREAKAGES NOT RECORDED ABOVE

.....
.....
.....

Inspecting Officer's Name Signature Date/...../.....



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ATTACHMENT 'B' SCHEDULE OF TECHNICAL FACILITIES

SEATING: TOTAL POSSIBLE SEATING: 500
Chairs available 342
Round tables 23

STAGE: **Area**
50 square meters
Formed using 2m x 1m Stage Deck Duraflex platforms x 25 pieces
2 x

Height
The stage height is adjustable 60cm – 100cm
2 sets of stairs for stage access
Ceiling height is 4.8m

Note – Cutting or drilling holes in the stage is totally forbidden.

LIGHTING: (STANDARD FITTED IN HALL)
6 – 1000 Watt Profiles
6 – 650 Watt Fresnel with Barn Doors
There are 3, 3phase power outlets (1 kitchen, 2 storeroom).

STAGE DRAPES: **FIXED HALL CURTAINS**
2 curtains floor to ceiling on fixed track – one north side, one south side.
Overlap and meet in centre.

CINEMA SCREEN: **FIXED TO CURTAIN BULKHEAD**
Electrically operated retractable.

DRESSING ROOMS:

NUMBER	CAPACITY	AMENITIES
1 – Female	6 persons	1 shower 2 toilets
1 – Male	6 persons	1 shower 1 urinal 1 toilet

PIANO: Council have one high quality upright style piano in the Hall