

	<h1>HALL HIRE PERMIT APPLICATION</h1>	Form #	6.1164 / 8
		Reviewed:	10 Jan 024
<h2>FORM</h2>			

1 Event Organiser Details

Contact Person for Event	
Organisation	
Address	
Mobile	
Email	

2 Event Name

Event Title	
Location of Event	CEDUNA MEMORIAL HALL
Event Description Provide details 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

	Yes	No
Entire Hall		
Main Hall Only		
Poynton St Foyer		
Western Foyer		
Kitchen Facilities – Full Use (see Section 12 - Conditions of use when using the kitchen facilities)		
Kitchen Facilities – No cooking		

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

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5 Guidance Notes & Constraints

Insurance	<p>Council requires evidence of public liability insurance for food and alcohol providers, amusement device providers and any other high risk participants.</p> <p>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.</p>
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

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 <ul style="list-style-type: none"> Public Liability Insurance (Minimum \$10 million) <p>Certificate of Currency to be provided</p>	Policy Number:	
	Expiry Date:	
<p>If your event includes other participants, such as standalone food/alcohol, amusement device, craft or entertainment stallholders/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.</p> <p>The signing of this event application form documents your agreement to this condition.</p>		

7 Alcohol

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.	
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 <p>Licence number to be supplied to Council</p>
	I/we require a supporting letter from Council for the liquor licence application
No	
Are you providing alcohol for consumption purposes only (not for sale)?	
Yes	You <u>may</u> need to obtain a Limited Licence from CBS. Applications to be submitted at least 14 days prior to event. <p>If issued with a licence, please supply alcohol provider details and licence number to Council.</p>
No	Go to Section 8 – Food & Beverage

Alcohol Provider:		
Contact Name:		
Contact Number:		

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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:		

8 Food & Beverage

Will food be sold, served or offered at your event?	
Yes	<p>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 online at www.fbn.sa.gov.au</p>
No	Go to Section 9 – Amplified Music or Noise

Supplier/Caterer/ Food Business Name:		
Type of Supply:	Food	Description:
	Beverage	Description:
Food Business Notification Number or Form Attached:		
Public Liability Insurance Number and Expiry Date:		
Contact Name:		
Contact Address:		
Contact Email:		
Contact Mobile:		

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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 – Fees & Charges
Will the event organiser be seeking an exemption from Section 18 of the Local Nuisance and Litter Control Act 2016?	
All applications to Council must be in writing no less than 30 days prior to the event.	
Yes	Note: Nuisance Management Plan must accompany any application for exemption made in writing to Council.
No	Go to Section 10 – Fees & Charges

10 Fees & Charges

Section	Full Day	5 Days	No. of Days	Fees / Charges
Main Hall Only				
Entire Hall				
Poynton Street Foyer				
Western Foyer				
Kitchen Facilities - Full use (\$200.00)				
Kitchen Facilities – No Cooking (\$50)				
Other:				
Additional Charges:				
Bond (Refundable, No GST)				\$250.00
Corporate Order #:	Total		\$	

Fees and Charges

Hire fee is inclusive of GST.

Community Group

All fees except the Bond and kitchen use is waived for:

Non for profit groups within the Ceduna Council district or a group whose specific function is directly related to the wellbeing of the Ceduna Community.

Kitchen use fees are waived for Registered Charitable Organisations.

Private Individual Functions

This is a natural person eg. Weddings, Family functions etc.

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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 an acceptable 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 wiped down and cleaned, stacked according to the storage plan & placed in the allocated storage location. Note: Bond may be forfeited if re stacking by council staff is required.
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.

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 Conditions of use for use of the kitchen

The kitchen in the Ceduna Memorial Hall is a semi commercial kitchen and must be left in a clean state of readiness that complies with appropriate food safety standards after use, this includes:

- Deep fryers must be drained and free of residues
- All splash backs must be cleaned
- Stove / oven / griddle cleaned
- Floors cleaned and mopped
- All utensils that were used are to be washed
- Fridges wiped out

Where it is deemed that additional cleaning is required Council will engage a contractor to undertake this, and the bond will be forfeited.

13 Special Conditions

Council officers will determine if any additional special conditions are required as note here.	
Pre-event considerations:	
During event considerations:	
Post event considerations:	

14 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****

15 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	

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

Please provide your bank account details for bond refund:	
Account Name:	
BSB:	
Account Number:	

17 Payment Options

Cash or Card:	Council Administration Office 44 O’Loughlin Tce, CEDUNA SA 5690 Monday – Friday 9am to 5pm
EFT:	District Council of Ceduna BSB – 105 100 ACC – 2907 8240 Reference – Hall Booking <i>and Name</i>

18 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.

Name:			
Position:		Signature: Signed on behalf of event organiser	Date:

OFFICE USE ONLY			
Approved:	Yes	No	
Name:			Signature:
Position:			Date:

Exemption for S18 Nuisance & Litter Control Bill Approved:	Yes	No
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Distribution	Initial	Date
Applicant:		
Administration Officer – Revenue:		
Other:		

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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 Cleaners Room.

<u>KITCHEN & BAR</u>		√
Pie warmer cleaned & turned off		
Oven cleaned and turned off		
Range hood turned off		
Fridge cleaned and turned off (doors to be left open)		
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		
<u>HALL & FOYERS</u>		
Floor to be swept		
Tables (stage) to be wiped and stacked in store room		
Carpet to be vacuumed		
If the hall floor needs to be mopped, use water only (no chemicals or detergents)		
<u>STOREROOM</u>		
Tables & Chairs stacked away & stored as per the plan & photos		
CHAIRS ARE NOT TO BE STACKED MORE THAN 10 HIGH		
<u>TOILETS & CHANGEROOMS</u>		
Floors to be swept & mopped		
Toilet bowls & Urinals to be cleaned		
Hand basins/mirrors to be cleaned		
Toilet paper checked in all toilets and replenished from Cleaners Room		
Bins emptied into Sulo bins		
<u>GENERAL</u>		
Ensure all lights are switched off		
Ensure all windows are locked		
Ensure all doors are locked and secured		

ADDITIONAL COMMENTS / RECORD ANY DAMAGES / BREAKAGES

Signature:			
Name:		Date:	

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**ATTACHMENT 'B'
GENERAL INFORMATION**

SEATING:

Hall area No Stage:	430 persons
With Stage:	350 persons
With tables:	depending on set up, number to be advised.
Chairs available:	355
Round tables:	23
Plastic Fold up tables:	26

STAGE:

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

KITCHEN:

Equipment:	Twin Deep Fryer (Council does not provide oil for the fryer)
	6 Burner Gas Stove
	Gas Oven
	Griddle
	Commercial Dishwasher
	200 table settings of crockery & cutlery (additional fees apply for use)
	Limited assorted cooking utensils

POWER:

- There are 3, 3phase power outlets (1 kitchen, 2 storeroom).

DRESSING ROOMS:

- By request only and subject to other use.

TOILETS & SHOWERS:

- Toilets are located each end of the hall – Eastern end and Western end
- Disabled Toilet is located at the Eastern End
- Showers are available in the Western end Toilets