

## Casual Users

1. Name of Facility: \_\_\_\_\_

2. Areas required (please tick):

Main Hall YES  NO

Kitchen YES  NO

Supper Room YES  NO

Bar Facilities YES  NO

Meeting Room YES  NO

Oval YES  NO

Other \_\_\_\_\_

3. Purpose of Booking (please give details):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Cost for Hire of the facility:

Hire Facility Cost \$.....

Any associated cost (e.g. cutlery hire) \$.....

**TOTAL COST OF HIRE OF FACILITY** \$.....

Bond Amount (if required) \$.....

5. As the hirer, have you paid a bond amount? YES  NO

## Booking Form – Casual User



6. Name of Organisation/Person: \_\_\_\_\_

7. Person Making Booking: \_\_\_\_\_

8. Postal Address for Correspondence: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

9. Telephone Contact Numbers:

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Fax (If available): \_\_\_\_\_

Email (If available): \_\_\_\_\_

10. Is a copy of the hirer's driver's licence attached? YES  NO

11. Is your organisation or group incorporated? YES  NO

12. Does your organisation or group have Public YES  NO

Liability Insurance of \$10 Million or more?

(Please attach a copy of your Certificate of Currency)

13. All hirer's must have Public Liability Insurance – a Community Liability Insurance Request Form can be obtained from any of Council's Service Centres. Once completed a member of the Governance team will contact you, and if approved, an invoice for payment will be sent via email or post.

## Booking Form – Casual User



### 14. Dates and Times Required:

Date of Use: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Total number of participants expected: \_\_\_\_\_

### 15. Are the following goods or services to be sold or consumed, if so please provide details (Please tick):

Food or Drink

Alcohol

Products/Merchandise

### 16. Is a temporary structure to be erected at the facility? YES NO

(I.e. tents/or similar structure)

(If "Yes" please provide details, a copy of a sketch plan)

If alcohol is going to be available at an event the hirer MUST confirm as to whether a liquor licence is required by contacting:

Victorian Commission for Gambling and Liquor Regulation

Phone: 1300 182 457

Email: [contact@vcglr.vic.gov.au](mailto:contact@vcglr.vic.gov.au)

Web: [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au)

**Should a licence be required a copy of the licence must be attached or forwarded to the Committee of Management prior to any use of the facility.**



I, ....., the undersigned agree to ensure that all individuals, members and groups using the facility as a result of this booking request, will comply with all conditions of use and instructions of the Committee of Management and have read and fully understand the “Hirers Public Liability Insurance Scheme Policy”.

Signed:

.....

Date: ...../...../.....

Please return form to:

The Committee who operates the facility you wish to hire.

**Privacy Statement**

The personal information requested on this form is being collected by Indigo Shire Council to enable the booking of facilities. The personal information will be used solely by Council for that primary purpose or directly related purposes. Council may disclose this information to other areas of Council or third parties if an incident occurs during the use of the facility, in accordance with the *Privacy and Data Protection Act 2014*. If this information is not collected the facility may not be hired. The individual may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council’s Privacy Officer”.

### Liquor Licences

All users and hire groups who intend to sell, store, supply alcohol or allow the consumption of alcohol are required to do so under a liquor licence. It is the responsibility of Section 86 Committees to require evidence from the user or hirer groups that an appropriate licence and licence control arrangement are in place before use of a facility is allowed. A failure to do so may result in a breach of law, with serious consequences for Committee members, Council and the user group.

**Under no circumstances will a function proceed without a copy of the Liquor Licence being forwarded to the Committee of Management prior to the event.**

Committees should also be aware that there is no capacity for hirer or user groups to apply BYO arrangements for events and activities at Council venues as this is not supported under the Liquor Licensing Act and is a breach of law. Many restaurants and licensed clubs hold what is called a “BYO Permit”, however this form of licence is not applicable to community and sporting facilities managed by the Council.

**The Committee and/or Council have the power to close down any event at a Council facility where the Liquor Licensing Laws have not been met, without a refund of any payments made.**

You may obtain a Liquor Licence by contacting:

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Web: [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au)

For further information you can contact the Police Station closest to the facility:

- Beechworth: (03) 5728 1032
- Chiltern: (03) 5726 1222
- Rutherglen: (02) 6032 9612
- Yackandandah: (02) 6027 1205
- Tangambalanga: (02) 6027 3254



*I, agree that all rules and regulations in regards to Liquor Licences laws will be adhered too.*

**Signed:**

.....

**Date:** ...../...../.....

**Privacy Statement**

The personal information contained in this document is collected to provide contact information for organisations or individuals, wishing to book a Council facility. This information may be disclosed to other areas of Council or third parties should contact be necessary regarding an issue with the facility or booking, and in accordance the Information Privacy Act.

## Conditions of Use (Casual Users)

### Bookings and Allocation of Pavilions

The hirer must be over 18 years of age to book the facility and sign the Terms and Conditions.

On the Casual Users Booking Form – it must state precisely the type of activity that is to take place.

Adhere strictly to the hiring hours.

Bookings must be made **10 days** prior to any event taking place.

### Identification

A copy of the hirer's drivers licence or similar photo identification must be attached to booking form.

### Sub-Letting/Hiring Out

The allocated use of a Pavilion does not permit organisations to allow use of the Pavilions by any other parties unless previously arranged with the Committee of Management. All enquiries to use a Pavilion must be referred to the Committee of Management.

### Public Liability Insurance

Casual users requiring Hirer's Public Liability Insurance from Indigo Shire Council can submit a Community Liability Insurance Request Form, which will then be submitted to the Governance Department. The department will then contact you to discuss the event, and if approved, an invoice for payment will be sent via email or post.

Regular hirers, including registered clubs, sporting clubs and corporate bodies, are expected to carry sufficient insurance for their activity. **This must be at least \$10 million public liability insurance.**

### Noise

Organisations must ensure that use of the Pavilions and surrounds does not cause annoyance to the surrounding neighbourhood by emission of noise, from social functions, by rowdy behaviour or excessive revving of vehicles.

Vehicles should not obstruct access to driveways or restrict parking in the street.

All music and noise levels must be kept to an acceptable level. Music is to cease at 12 midnight.

### Fees & Bond

If a bond is required it must be paid to the Committee of Management – inspections will be conducted before and after any event, and the bond will be returned by cheque within 21 days dependant on you having met the Terms and Conditions of hire.

## Booking Form – Casual User



**Please note: Fees and charges are subject to change and you will be notified of any changes to the hire fees.**

### Damage to pavilions

The hirer is responsible for the full replacement cost of any damages or breakages to the facility, its fittings and contents, and the surrounding grounds or any additional cleaning that is required.

The hirer must advise if the fire extinguishers have been used in anyway. If fire equipment is used in an irresponsible manner, the cost of inspection and replenishing will be deducted from the bond.

### Cleaning of Pavilions

The facility must be left clean and ready for the next user. This includes;

- Sweeping and mopping the floor.
- Wiping down all benches, tables chairs and fridge
- Cleaning stove tops, ovens, microwaves and any equipment that was used
- No food or drink should be left on the premises, including the refrigerator
- All rubbish to be placed in rubbish bins provided
- Toilets and kitchen floors need to be cleaned, swept and mopped
- Tables and chairs safely stacked and returned to the proper storeroom.
- The outside area, including the car park to be free of litter

### Key Distribution

Keys and instructions for use must be collected from Committee of Management. Keys will only be issued if hirer has returned the signed Hire Agreement.

### Personal Property/Storage

All goods brought in by the hirer must be removed from the premises no later than the time specified on the hiring agreement, unless prior arrangement has been made with the Committee of Management. Please note all hirer's are responsible for the care and control of their own property/personal effects and loss or damage to such items is not covered by Indigo Shire Council's insurance policy.

### Decorations

Decorations are welcome at the facility however they must all be removed at the conclusion of the function, and must not damage that facility. Streamers and balloons must not be hung from ceiling fans.

### Smoking

For fire safety and to overcome hazards of passive smoking, Indigo Shire Council and the Committee of Management have adopted a non-smoking policy on all Council buildings. As such, no smoking is permitted inside.



### General

The Indigo Shire Council reserves the right to vary any of the conditions or impose additional conditions or withdraw permission of hirer, if deemed necessary, at any time.

In situations where there is repeated unauthorised usage of Council Pavilions, the offending organisation will be deemed to be trespassing on Council property and appropriate action taken. Where an organisation repeatedly accesses a Council Pavilion without prior approval, the Organisation will be charged at a casual rate for all unauthorised use.

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