FACILITIES HIRE APPLICATION AND AGREEMENT
WINDSOR COMMUNITY PRECINCT

THE HIRER IS RESPONSIBLE FOR SOURCING AND FUNDING ALL PERMITS THAT ARE REQUIRED TO ACCOMPANY THIS APPLICATION

FACILITY

Community Hall	☐ Area 1 (Entire Hall) ☐ Include Kitchen	☐ Area 2 (Small Space)	☐ Area 3 (Large Space)
	☐ Indoor Training Facility	☐ Youth Space	☐ TFC Meeting Room
	☐ Tamar Function Centre	☐ Include Kitchen	☐ Council Chambers
Other (please specify)			

CONTACT INFORMATION

Hirer/Club/Organisation						
Junior ☐	Senior ☐	School ☐	Community Group ☐	Government ☐	Private ☐	
Address for account					Post Code	
Contact name (Required)						
Phone	(Mobile)		(Other)			
Email						

BOOKING DETAILS

Event Description						
Day(s) required	☐ Mon	☐ Tue	☐ Wed	☐ Thu	☐ Fri	☐ Sat ☐ Sun
Date(s) required	Start date SELECT			End date SELECT		
Time(s) required	Start time			End time		
Estimated attendance						

AREA SET UP/ROOM EQUIPMENT HIRE

Do you require Council assistance with set up/set down?*	☐ No	☐ Yes	*Additional fee applies*
Hire of digital projector*	☐ No	☐ Yes**	
****Please note: you are required to provide your own cable/s. HDMI is the preferred option.**			
Urn/Airpots	☐ No	☐ Yes	
Tea and coffee (sachets, paper cups, long-life milk)*	☐ No	☐ Yes	*Additional fee applies*
Whiteboard	☐ No	☐ Yes	*Subject to availability*
Microphone*	☐ No	☐ Yes	*Subject to availability*

PUBLIC LIABILITY – CERTIFICATE OF CURRENCY

Certificate of Currency attached	☐	Previously supplied	☐
Purchase West Tamar Council blanket public liability insurance*	☐ Alcohol served at event	☐ **No** alcohol	

**West Tamar Council public liability is not available for sporting activities or sporting events*

PAYMENT OPTIONS

☐ Invoice	☐ Purchase Order
☐ EFTPOS/Credit card	☐ Other (please detail)
	……

Full fees and charges can be found on Council's website https://www.wtc.tas.gov.au/rates-fees-charges

BOND

By completing this form, you agree to West Tamar Council collecting a Bond if required via your nominated method as detailed above for any breaches to the terms and conditions listed, or for any additional damage or costs associated with the use of the facility during the hire period.

FACILITIES HIRE APPLICATION AND AGREEMENT
WINDSOR COMMUNITY PRECINCT

FOOD

Will food be sold? ☐ No ☐ Yes *You **must** contact the Councils Environmental health department on (03)6323 9300*

ALCOHOL

Will alcohol be consumed?	☐ No	☐ Yes *You must initial the Authority to consume Alcohol and Conditions of Use acknowledgement below*
Will alcohol be sold?	☐ No	☐ Yes *Permit **must** be obtained from the Licensing Commission*

AUTHORITY TO CONSUME ALCOHOL AND CONDITIONS OF USE

West Tamar Council observes the Principals of Responsible Service of Alcohol Program at all its venues and advises conditions of the program must be adhered to, including:

- Not allow the provisions of liquor to any persons under the age of 18 years (*Sections 70-77 Liquor Licensing Act 1990*)
- Provide low alcohol refreshments
- Provide non-alcoholic refreshments
- Provide food during the period of hire
- Discourage drink driving
- Discourage intoxication
- Respect the community and neighbours and leave quietly
- No Alcohol to the consumed outside designated areas

Acknowledge/initial _____

RUBBISH

Do you require additional rubbish containers? ☐ No ☐ Yes - *Estimated number* .....

ACKNOWLEDGEMENT

The Hirer shall indemnify the Council and their agents, servants and employees against all losses, expenses, liabilities, claims and damages to the extent that they arise directly from the negligent acts or omissions of the Hirer, its employees, agents or invitees in connection with the hire of the premises.
This indemnity shall be limited to loss or damage that is reasonably foreseeable and caused by the Hirer's breach of contract, negligence or other wrongful act or omission, and shall not extend to any loss or damage to the extent caused or contributed to by the negligence, default or wilful misconduct of the Council and their agents, servants and employees or any third party not under the Hirer's control.
Nothing in this clause excludes, limits or otherwise affects any rights, remedies or defences available to either party at common law or in equity.

I _____, acknowledge that I have read and accepted the conditions of hire for West Tamar Council facilities.

Signed Date

COMPLETING YOUR FORM/APPLICATION OR FOR FURTHER ASSISTANCE

Your application will be assessed on receipt of this completed form and supporting information
Please return your form via one of the methods outlined below.

Post	Community Services West Tamar Council PO BOX 16 RIVERSIDE TAS 7250
Email	wtc@wtc.tas.gov.au
Visit	Windsor Community Precinct 1 Windsor Drive RIVERSIDE TAS 7250
Phone	(03) 6323 9200 for further assistance

FACILITIES HIRE APPLICATION AND AGREEMENT
WINDSOR COMMUNITY PRECINCT

TERMS AND CONDITIONS

THE HIRER

- Shall enforce / take all necessary steps to ensure these conditions are **strictly** adhered to.
- Must not exceed the maximum capacity of the hire facility. Check details with Council prior to booking date.
- Glass containers are not permitted on or around the grounds of sporting fields.
- Is required to provide a copy of current public liability insurance – minimum $20 million.
- Shall conform to and obey all reasonable directions given by the authorised person in regard to the use of the facility.
- Must ensure users of the facility are familiar with the location of all emergency exits and equipment and nominate a responsible person to assist in the case of an evacuation.
- Must allow police or authorised security/Council officers access to the facility at all times.
- Shall be provided with a key, security code or fob access to the facility. These must be returned to Council as directed by agreement. If lost or misplaced the hirer must advise Council immediately and may result in the hirer being charged a replacement fee.
- May be removed from the facility by an authorised person or police for misconduct or noncompliance with the provisions of these conditions.
- Must take all care to ensure that vehicles in relation to attendance at their event/function are driven and parked so that no damage is caused to the facility or grounds.
- Shall not write on, decorate, placard, cut, damage, or pierce with nails, screws or any other contrivances the floor, wall or any part of the facility without permission from the Council.
- Shall be responsible for all damage caused to the facility during the period of hire and will (if requested) be required to pay the costs of all repairs as deemed appropriate.
- May be charged additional fees for not vacating the premises at the agreed time.
- Must adhere to any additional conditions that may be required as documented and forms part of this agreement.
- All fittings and equipment are to be left as found and the facility is to be left clean and tidy before exiting.
- Council requires a minimum of 24 hours' notice for any cancelations. Failure to comply may result in the hirer being charged for the booking hire period
- Access to the Tamar Function Centre is only after 5pm – 7 days a week for private functions.
- All general waste to be placed in the normal garbage bin. Rubbish from Tamar Function Centre to be taken downstairs and put in wheelie bins.
- The room must be cleaned and left the way you found it when the function has finished that night- you must vacate at midnight – you cannot return the next day to clean. FAILURE TO LEAVE THE FACILITY IN A CLEAN STATE WILL INCUR AN ADDITIONAL CLEANING FEE AND YOUR BOND MAY NOT BE REFUNDED.
- Hirers may be charged a fee for additional cleaning if conditions specified in this agreement are not adhered to.
- Shall leave the building secure with all doors/windows locked and security alarms (where installed) armed upon exiting. Hirer is responsible for any callouts as a result of not complying with this condition. It is your responsibility to be aware of and comply with lockup procedures. Refer to Council for further details.
- Shall abide by all Workplace Health and Safety conditions as advised by Council.
- All external electrical equipment must have a current Test and Tag certification to ensure electrical safety in the facility.

INDOOR TRAINING FACILITY ONLY

- No food or alcohol is to be consumed within any area of the indoor training facility.
- Gum of any description is strictly prohibited.
- No football boots on synthetic surface.
- No activity to commence unless nets have been pulled around to cover all walls. The nets must remain in this position. Failure to comply may result in the hirer being charged for any breakage that occurs as a result of the nets not in the correct position.

FACILITIES HIRE APPLICATION AND AGREEMENT
WINDSOR COMMUNITY PRECINCT

TERMS AND CONDITIONS

COUNCIL

- Takes no responsibility for the property of any hirer whilst at the facility, nor left at the facility.
- Advises that any motor vehicle driven or parked in the confines of the facility is entirely at the owners risk and no responsibility is accepted by the Council for any theft or damage.

Bookings are non-transferable, and Council reserves the right not to accept a hire application, change or cancel a booking at any time. All care will be given for reasonable notice of any changes.

I _____, acknowledge that I have read and accepted the conditions of hire for West Tamar Council Facilities

Signed:_____ Date_____

EMERGENCY CONTACTS

DIAL 000 FOR POLICE, AMBULANCE OR FIRE BRIGADE	COUNCIL AFTER HOURS EMERGENCIES 1300 153 153