

Application for the Casual Hire of Council Facilities

Note: Casual Hire is typically a 'one off' or intermittent allocation of GHC's facilities and amenities – casual hire is not intended for consistent and regular use.

See *Council Facility Use Application & Agreement* if the above definition is not applicable to you or your organisation.

Details of Facility

Name of Facility	
Address	
Room/Area Required	<i>If Applicable</i>

Details of Hirer

Company/ Hirer		ABN or ACN	<i>If Applicable</i>
Contact Person			
Postal Address			
Telephone		Mobile	
Email			
Hirer is 18 Years Old or Over	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Times and Dates for Intended Use

Date/s*	Start Time	End Time	Number of Participants	Specify Room Required

*Dates and times are to include preparation and pack up time.

Intended Use of Facility

Brief Description

Additional Services*

*Additional charges may apply if extra services, resources, equipment etc are provided by GHC in accordance with Councils "Statement of Fees and Charges"

The Hirer/ User is responsible for ensuring the facility is fit for purpose and is required to undertake any set up and pack down prior to and concluding use of a facility.

Fees and Charges

Hire of Council facilities will be in accordance with Councils Statement of Fees and Charges except for non-funded organisations who **will not be charged** a fee for use for small gatherings and meetings held at GHC offices and libraries within Council office hours (excluding ****Holbrook Library Complex**). Confirmation of booking is subject to room availability and completed hire form.

However, non-funded organisations **will be charged** for out of hours use or if provision of other council consumables and equipment is required – i.e. office equipment, tea and coffee facilities – 50% of listed fees.

****The Holbrook Library Complex charges non-funded organisations 50% of the listed fees. Upon enquiry regarding hire of this facility hirers will be provided with a *Meeting Room Information Sheet* and a *Meeting Room Catering & Equipment Form*. Refer to Holbrook Library Complex in *Use or Hire of Council Facilities - Terms and Conditions* for further information.**

No charge will apply to Reference Committees and Section 355 Committees of Council.

I/We the Hirer agree to pay \$_____ for use of the facility and understand this payment will be at the time of booking or upon receipt of a tax invoice.

Payment Details (payment required at time of booking)

Cash Cheque Credit Card

Credit Card Number _____ Visa / Mastercard

Expiry Date ____/____

Name on Card _____

Accounts can be arranged for approved customers.

Insurance Details

It is a requirement of Council that public liability insurance for the event be in place prior to hiring Council's facility.

If you are a "Casual Hirer" and are hiring a Council owned facility for a one-off event; cover may be provided by Council. This cover is limited and must be approved prior to the event taking place.

The definition of a "Casual Hirer" is any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or twelve times per calendar year.

Hirers of Council facilities that do not fall under the definition of a Casual Hirer must provide Public Liability Insurance cover for a minimum of \$20 million and a copy of the Certificate of Currency must be attached to this application.

Please tick where relevant:

- I wish to apply for cover under the definition of a "Casual Hirer".
- I do not fall under the definition of a "Casual Hirer" and
- I have attached a copy of Certificate of Currency for Public Liability Insurance or
- A copy of Certificate of Currency for Public Liability Insurance has already been supplied.

Expiry Date of Public Liability Insurance _____

Organisers of certain events that take place within Council facilities are required to complete an *Event Notification & Application form* and associated documents prior to approval being granted. If you are holding an event or undertaking activities other than a small meeting/presentation then the form below will be required and shall be submitted with this application.

- Event Notification & Application Form attached.

Permits and Licences

Various permits or licences may be required to operate the event or sell the goods/services. These permits or licences may include liquor and/or food/health permits, building permits, road closure permit, merchandising agreement, etc

Please provide details of permits or licences being sought and which MUST be sent to Council prior to the holding of the event:

- Is alcohol intended to be distributed or consumed at the Facility? Yes No
- Is alcohol intended to be sold or provided? Yes No
- Is the event invitation only? Yes No

Undertaking and Acknowledgement

Please Complete the Following

I/We _____ am/are

authorised to make this application and undertake to ensure that the Applicant (User) complies with its/his/her obligations under the *Use or Hire of Council Facilities - Terms and Conditions*.

I/We confirm the truth and accuracy of all details provided in this application and further acknowledge that the Council shall be entitled to recover such charges from the Applicant (User) in accordance with the conditions.

- I/We have read and understood the *Use or Hire of Council Facilities - Terms and Conditions* available online at www.greaterhume.nsw.gov.au and agree to these terms as stated.

Signature/s _____

Date _____

Please complete this 3-page application form and return it along with the required documentation to:

Greater Hume Council, PO Box 99, Holbrook NSW 2644
 Email: mail@greaterhume.nsw.gov.au

For Holbrook Library Complex Bookings
 Email: holbrookctc@greaterhume.nsw.gov.au

Office Use Only

Uploaded to InfoXpert	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Document ID	Assoc. Certificate of Currency	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Document ID
<input type="checkbox"/> Event Notification Req.				\$	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
<input type="checkbox"/> Equipment				\$	Notified		
<input type="checkbox"/> Key					<input type="checkbox"/> Risk Officer	<input type="checkbox"/> Events	
<input type="checkbox"/> Additional services :			Details		<input type="checkbox"/> Parks & Gardens	<input type="checkbox"/> Applicant Advised	
					<input type="checkbox"/> Other:	<input type="checkbox"/> Bookings Calendar	
Officer Initials: _____	Date: _____	Rec: _____			Officer Initials: _____	Date: _____	
Office: _____					Office: _____		

Forward to Risk Officer & events@greaterhume.nsw.gov.au for Information & Assessment