



Occasional Hire of Jamestown Memorial Hall

No Public Liability Insurance Required

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File: L3.7.2

This Permit Application is for people who hire the facility on an irregular basis, and do not have public liability insurance.

Note: Regular hirers or clubs or businesses or those using the facility for a profit making activity are required to complete the form entitled "Permit for Hire of Council Facility"

I _____
(Name)

for and on behalf _____ hereinafter called the "permit holder"
(Organisation, Business, Group)

of Address _____

of Telephone _____ Fax _____

Email Address _____

Hereby make application to the **Northern Areas Council**
(Council)

to hire the **Jamestown Memorial Hall**

for the purpose of _____
(Name of the event)

Date of Event _____ Between the hours _____ and _____

Alcohol will / will not be served

Estimated Attendance _____

The issuing of this permit is subject to :-

- A. The permit holder agreeing to the General Conditions of the permit as contained herein.
- B. The permit holder agreeing to all Special Conditions which the Council may determine.
- C. The permit holder paying the prescribed fee.

General Conditions of Permit

1. The permit holder, in paying the prescribed fee, will be covered by a general public and products liability insurance policy.
2. 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.
3. 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.
4. The permit is not transferable.
5. 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.
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. A liquor licence must be obtained by the permit holder if required by law.
7. No adhesive tape, bluetack 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 of 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, drink or other substances are cleaned up immediately. Breakage or loss of glass, crockery or any other Council owned equipment must be reported to Council as soon as possible and replacement or repairs shall be at the cost of the permit holder.
10. At the completion of the function, all floors must be swept, tables, chairs and other furniture placed in their original positions and all areas cleaned to the satisfaction of Council. Failure to do so may result in cleaning fees being charged.
11. All litter resulting from any function must be removed from the hall and adjoining Council property before 12.00 noon the following day (or an earlier time as determined by Council). Litter shall be placed in the bins provided.
12. The permit holder shall ensure that all doors and windows are securely fastened and lights extinguished when leaving the hall. The permit holder is requested to notify Council of any broken or faulty doors, windows, lights and other furniture and equipment.
13. The use of the hall or facility may be granted up to 36 hours prior to and 16 hours after the time of hire for decorating purposes subject to other bookings during that period and approval of Council.
14. Repairing and/or replacing any damaged furniture, fixtures or fittings will be the responsibility of the permit holder. If any necessary repair or replacement is not undertaken within a reasonable time, Council may repair and/or replace and recover the costs from the permit holder.
15. Normal hire charges may be applied if a cancellation is not received at the Council office at least seven days prior to the reserved date.

16. This permit may be revoked by Council if the permit holder fails to comply with a condition of the permit and may be revoked in any other justifiable circumstance.
17. This permit will not come into operation until it has been approved by council and a signed copy of this document has been returned to you.

Specific Conditions for Jamestown Memorial Hall

1. All hirers shall be responsible for setting up tables, chairs etc. using trolleys provided.
2. Chairs can be set out by Council employees by prior arrangement but a fee will be applicable.
Chairs are NOT to be dragged over floor.
3. All chairs etc. brought into the Hall must be replaced to their original position after use, unless otherwise advised by Council employees. Brown trestles are to be left on trolleys in the Supper Room.
4. **Tables and props are not to be leant against the walls in the supper room. Surplus items can be stored in the shed on the western side of the hall.**
5. **A one (1) metre learance is to be left surrounding the heaters at all times.**
6. **If upholstered chairs are soiled by food fats or spillages a cleaning fee will be charged.**
7. **There is to be no cooking in the supper room, it should only be used for plating up and serving of food.**
8. Wheelie Bins are supplied at rear of Hall for rubbish disposal.
9. All refreshment commodities must be provided by the hirer.
10. The piano must not be removed from stage area. Panels are not to be removed from the piano. If covered please use cotton material, no plastic or vinyl.
11. All electrical appliances, lights and heaters must be switched off prior to vacating Hall.
12. Urns to be emptied and left inverted.
13. Kitchen benches to be cleared and wiped down with damp cloth.
14. Kitchen floor to be swept and damp mopped using floor cleaner stored under sink. Refrigerator doors to be left ajar.
15. If an item is lost or damaged please notify Northern Areas Council.
16. Hall key must be collected & returned during office hours.
17. Ensure Kitchen is closed and premises locked before leaving building.
18. If **gas cylinders** are empty, please contact the Council or after hours contact Hunts Fuel on 8664 1240.
19. **NO** kerosene, detergent or chemicals of any description are to be used on the floor.

Special Conditions of Permit

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OCCASSIONAL HIRE OF JAMESTOWN MEMORIAL HALL

1.....

2.....

3.....

I acknowledge that I have read and understand the permit conditions and agree to abide by the said conditions.

Signed for and on behalf of the permit holder

Name _____ Date _____
Position _____ Signature _____

Signed by or on behalf of the Council

Name _____ Date _____
Position _____ Signature _____

**Office Use Only
Council Authorisation**

Permit _____ Approved / Denied _____ Fee \$ _____
Alcohol Approved Yes / No / N/A _____
Signed _____ Date _____

Booking Sheet Updated?