



PERMIT TO HIRE KINGSTON DISTRICT HALL

APPLICATION

I/We _____
(the "Applicant" for and on behalf of the Permit Holder)

Of _____
(Address)

Phone _____

Hereby make application to the Kingston District Council to hire the Kingston District Hall

Wood Hut Room Only		Supper Room Only	
Kitchen & Supper Room Only		Main Hall Only	
Whole Complex		Other	

(Please indicate which section of the hall is to be hired)

For the purposes of

_____ (name of event)

If the applicant is a casual hirer (ie not an organisation) conditions 1, 2 and 4 do not apply however condition 3 does.

Casual Hirer An individual who is a hirer of the hall for personal use/activity. A casual hirer does not include organizations hiring the facility for their community projects or business use.

If the applicant is an organization conditions 1, 2 and 4 do apply however condition 3 does not.

Is the applicant a Casual Hirer or an Organisation?

Date of event

Between the hours of

Alcohol will / will not be served

Permission to use polish, floor speed etc is / is not required

Permission to use stage lighting and audio equipment is / is not required

The issuing of this Permit is subject to:

- A. The Applicant agreeing to the General Conditions of the Permit as contained herein;
- B. The Applicant agreeing to all Special Conditions which the Council may determine and attach to this Permit;
- C. The Applicant paying the prescribed fee.
- D. The Applicant providing to the Council a copy of all appropriate insurance as required by either the General Conditions or Special Conditions of permit.

General Conditions of Permit:

- 1. The applicant 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 applicant shall take out and keep current a public risk insurance policy in the name of the applicant insuring the applicant for the minimum sum of ten million dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the applicant in relation to the activity.
- 3. The applicant, in paying the prescribed fee, will be covered by a general public and products liability insurance policy held by Council for casual hirers.
- 4. The applicant must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the applicant.
- 5. The applicant, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
- 6. The permit is not transferable.
- 7. For the term of the Permit, to comply with all applicable industry standards and legislation, health and safety standards, current Standards of Australia or any applicable codes of Practice.
- 8. The applicant shall notify the Council at the time of the application, if alcohol is to be served during the period of the permit. Alcohol consumption will be prohibited without prior permission from Council. If alcohol is to be consumed in the permit area, it is the responsibility of the permit holder to ensure all liquor licensing requirements are met in accordance with the requirements of the Office of the Liquor and Gambling Commissioner.
- 9. 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.
- 10. 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.
- 11. The applicant shall ensure that any breakages of glass or spillage of food or drink are cleaned up immediately.

12. 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 the bond not being refunded.
13. All litter resulting from any function must be removed from the hall and adjoining Council property before 12.00 noon the following day.
14. The applicant shall ensure that all doors and windows are securely fastened and lights turned off when leaving the hall.
15. The use of the hall may be granted the day prior to the time of hire for decorating purposes subject to other bookings during that period.
16. A bond will apply for use of the following rooms:

Wood Hut Room Only	NIL		
Kitchen & Supper Room Only	\$50.00	Main Hall Only (with Alcohol Served)	\$350.00
Kitchen & Supper Room Only (With Alcohol Served)	\$300.00	Main Hall Only	\$70.00
Supper Room Only	\$50.00	Whole Complex	\$150.00
Supper Room Only (with Alcohol Served)	\$300.00	Whole Complex (with Alcohol Served)	\$400.00

Bonds are to be paid on all hall hire prior to the collection of the keys. If repair and or replacement are necessary and the cost is more than the bond, Council reserves the right to recover the costs from the applicant. The bond shall be returned to the applicant once the hall has been inspected.

17. Hall hire fees are inclusive of GST and are charged at a daily rate.

Wood Hut Room Only	\$37.00		
Kitchen & Supper Room Only	\$89.50	Main Hall Only (with Alcohol Served)	\$208.90
Kitchen & Supper Room Only (With Alcohol Served)	\$179.10	Main Hall Only	\$119.40
Supper Room Only	\$59.60	Whole Complex	\$179.10
Supper Room Only (with Alcohol Served)	\$119.40	Whole Complex (with Alcohol Served)	\$268.60
Rehearsals – Per usage	\$14.85		

18. Normal hire charges may be applied if a cancellation is not received at the Council office at least two days prior to the reserved date.
19. This permit may be revoked by Council if the applicant fails to comply with a condition of the permit and may be revoked in any other justifiable circumstance.
20. 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.
21. Keys for the hall may be collected by the applicant the day prior to the time of hire from the Council Office. There is a \$20.00 deposit on the keys, which will be returned to the applicant once the keys have been returned.

22. Stage Lighting and audio equipment are available for use. This equipment is of a professional standard. Operations of the equipment are restricted to suitably trained individuals. Please give 7 days prior notice of intention to use this equipment.
23. Amplified or other noise must not exceed:
 - 58 decibels between the hours of 7am and 10pm; and
 - 50 decibels between the hours of 10pm and 7am.
 - Amplified sound must cease at 11pm Sunday to Thursday, and 12 Midnight Friday and Saturday. Disturbances of any kind to residents who live immediately adjacent to, or at the rear of, the Hall, may impact on future availability of the Hall to all users. Please consider this when departing from the premises at the end of the function.
24. 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.
25. No flammable liquids or other dangerous substances shall be brought onto the premises.
26. Smoking is prohibited inside the building, please ensure that outside the building cigarette butts are placed in the trays provided and are removed with other rubbish.
27. Tea Towels are not supplied in the District Hall; users will need to supply their own.
28. Council hereby requires the hirer / permit holder to ensure it has complied with the requirements of the Child Protection Act 1993. If you are conducting activities which involve regular contact with children or vulnerable people, you warrant to Council that a person or persons who will be present has undertaken police clearance check (if required to do so by the Act), your group, club or organisation has an appropriately trained nominated "mandatory notifier" who has undertaken Child Safe – Mandatory Reporting accredited training and shall be present. Failure to comply with this condition and the requirements of the Child Protection Act shall result in immediate cancellation of this authority.'

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

Name: _____ Date: _____

Position: _____ Signature: _____