

# Maryborough Community Hub Application for Hire Form - 2019



## About You / Your Organisation

<b>Name/ Name of Organisation:</b>			
<b>ABN (if applicable)</b>			
<b>Name of Contact Person:</b>			
<b>Postal Address:</b>		<b>Postcode:</b>	
<b>Email</b>			
<b>Telephone Number:</b>		<b>Mobile:</b>	

\* All of the above fields must be completed prior to Council processing your booking request.

## Proposed/ Intended Use

<b>Nature of Activity (e.g. meeting/ function):</b>			
<b>Booking Date/s:</b>			
<b>Meeting/Function Times</b> (Include set Up Times if applicable)			
<b>Duration:</b>		<b>No. of attendees:</b>	
<b>Preferred Meeting/ Function Area</b> (indicate the room preference rating 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> )	<input type="checkbox"/> Ground floor- Room 1 <input type="checkbox"/> Ground floor- Room 3	<input type="checkbox"/> Ground floor- Room 2 <input type="checkbox"/> Ground floor- Open area	

## Insurance Cover

### **PUBLIC LIABILITY INSURANCE IS COMPULSORY**

Facilities cannot be hired without insurance. Please tick the relevant boxes required.

Do you/ your organisation have public liability insurance coverage?      Yes  No

**Please note-** All incorporated bodies or organisations must provide a copy of Certificate of Currency upon submitting an application to confirm adequate Public Liability cover.

If you/ your organisation is a not-for-profit, community group or community user that does not have existing public liability cover you may be able to obtain insurance coverage through Council's public liability 'Hirers of Council owned or controlled facilities'. This cover can be provided for an additional fee of \$10.00 and cannot be used for activities that are for commercial gain, sporting activities, rock/pop concerts, high risk activities or festivals.

Do you require Council hirer's insurance cover for your event?      Yes  No

# Maryborough Community Hub Application for Hire Form - 2019



## Booking requirements

Equipment and Set up – (Tick if required)	
Tick	Additional comments/ information
<input type="checkbox"/>	Data projector/screen: _____
<input type="checkbox"/>	Whiteboard: _____
<input type="checkbox"/>	Catering - tea, coffee, biscuits can be provided at \$5.00 per head. Other catering referrals can be provided and will be at the cost of the Hirer
<input type="checkbox"/>	Set up; meeting, theatre/classroom style or other requirements (note: additional charges will apply if Council is required to set up):
	Other: _____

## Fees and Charges

All hire fees are payable in advance. Hire fees are to be paid in full at least 3 days prior to the commencement of your hire period. If payment is not received within the required time period, the booking may be cancelled.

Room description	Standard Rate per hour up to maximum of \$160 per room per day.	Community Rate per hour up to maximum of \$60 per room per day.
Ground Floor – Room 1	\$32.70	\$11.80
Ground Floor – Room 2	\$32.70	\$11.80
Ground Floor – Room 3	\$32.70	\$11.80
Ground Floor – Open area	\$16.30	\$6.10
<b>Key Bond</b> (Typically applies to bookings held out of business hours)	\$100.00	
<b>Tea/coffee/sugar/milk/biscuits</b>	\$5.00 per head	
<b>Set up/Take down/clean up fee</b>	\$35.00 per hour	

The community rate is typically applicable to a community group/ organisation that is recognised as a not-for-profit organisation and meets the following criteria;

- An organisation that has limited capacity to generate revenue and has non fee paying members;
- The organisation's activities aim to increase social engagement and promote the health and well-being of the Central Goldfields Community.
- Reinvests or applies the revenue it receives predominately for public interest services or activities

Council may request further information from the hirer to be considered under the community rate, if sufficient evidence is not provided upon application. If a hirer does not meet the criteria, standard rates will apply.

**Please note;** if you/ your organisations use of the facility is on a regular basis and the bookings exceed 20 bookings per annum the use may require an alternative agreement such as a licence as defined in Council's Property Occupancy Policy. If this is the case, please contact Council's Property and Risk Officer to discuss.

# Maryborough Community Hub Application for Hire Form - 2019



## Terms and Conditions

**Operating Hours:** The normal operating hours of the Community Hub are Monday to Friday 8:30am-5:00pm. If access is required outside of these hours, keys can be collected from Central Goldfields Shire Council Reception (12-22 Nolan Street Maryborough) between the hours of 8:30am and 5:00pm Monday to Friday.

Keys are the responsibility of the Hirer and must be returned to the Council Office (an afterhours drop off point is available).

It is the Hirer's responsibility to ensure that the external doors are locked and building is secure when leaving the building, if outside normal building operating hours of 8:30am-5:00pm.

### **General use requirements:**

- All groups using the Community Hub must ensure that their activity does not interfere with other users of the venue. i.e. no excessive noise etc.
- No naked flames such as lighters or candles may be used inside the venue, without prior permission of the Council.
- Venue furniture, tables and chairs may not be taken from the venue without the prior permission of Council.
- No objects are to be affixed or attached to the walls or ceilings of the venue so as to cause any damage.
- Any damage to the facility or equipment is to be reported to Council or to the Goldfields FM Station Manager as soon as possible.
- It is the Hirer's responsibility to ensure that the lights and air conditioning are switched off before leaving the venue.

**Bond Fees:** A key bond of \$100 is required for afterhours booking only. The Bond shall be held in trust by the Council until the keys are returned. This amount is totally refundable however the key must be returned on the following business day after the booking. One key only will be issued to the Hirer. The key bond will be refunded within 5 working days of the booking.

**Set Up & Clean Up:** The onus is on the Hirer to arrange the set up for their booking. If you require assistance to set up, prior notification is required and the relevant fee will apply. If you require Council staff to clean up after your booking, prior notification must be given. Clean up work not done by the Hirer will be undertaken by Council staff and the relevant fee will apply.

The Hirer is responsible for ensuring the space is fit for purpose and clear of hazards prior to use and must ensure that any spills or hazards that arise during the use are cleaned and the hazard removed.

It is the Hirer's responsibility to ensure that all used items (cups, plates, whiteboards, tables, chairs etc) are cleaned and/or replaced to their appropriate storage area, and that the venue is left in a neat and tidy condition.

**Emergency:** The Hirer should be aware of the Exits and the positioning of the fire extinguishers in the case of an emergency. In the case of an Emergency evacuation of the building, the Hirer is responsible for ensuring that members of their group exit the building promptly and safely.

# Maryborough Community Hub Application for Hire Form - 2019



**No Smoking:** The Community Hub is a smoke free area, including outdoor areas within 10 meters of the building, and the amphitheatre seating area.

**Alcohol:** Serving and/or consumption of alcohol is not permitted unless pre-approved, in writing, by Council.

**Food & Drink:** In accordance with the provisions of the Health Regulations and Public Building Regulations no area within the venue is to be used for the preparation and serving of meals other than the designated kitchen areas set aside for such purposes.

If you are hiring this facility with the purpose of preparing and/or selling food from within the kitchen then you must contact Council's Environmental Health department in order to determine if you are required to notify or register under the Food Act 1984. Failure to do so may mean you are committing an offence under the Food Act 1984. (This excludes people hiring this facility for meetings and using tea and coffee services provided.)

The venue must not be left with any hired or catering equipment. All external items must be removed as not to interfere with future bookings.

**Cancellations:** The Central Goldfields Shire Council or its representative may provide written notice or an oral notice to terminate the hire immediately if the applicant does not comply with any of the conditions of this agreement, in accordance with Council's Casual Hire Policy.

**Public Liability Insurance:** The Hirer is required to have Public Liability Insurance to the amount of \$20 million. Proof of insurance must be submitted to Council's Customer Service when payment is being made. If the Hirer does not have insurance they are able to obtain cover from the Council at a cost of \$10.

**General:** The applicant releases the Central Goldfields Shire Council, its employees, officers, agents and contractors from and will indemnify and keep indemnified the Central Goldfields Shire Council, its employees, officers, agents and contractors against all claims, actions, losses and expenses of any nature which the Central Goldfields Shire Council may suffer or incur or become liable for in respect of or arising out of any accident or damage to property or injury or death suffered by any person arising from any occurrence in or near the venue during the term if this hire resulting from the negligence of the applicant.

Nothing in this agreement is intended to or does constitute this agreement as a lease or exclusive right to possession. The applicant's use of the venue is not exclusive and the Central Goldfields Shire Council reserves its rights to enter the venue as is necessary or desired and to allow others to do so, as it sees fit, during the term of the hiring.

# Maryborough Community Hub Application for Hire Form - 2019



## Acceptance of Terms and Conditions

I/ We acknowledge, in making this Application for Hire having received and read the Terms and Conditions, agree to abide by them.	
I/ We are FULLY AWARE and ACCEPT that, should this application be approved, the Conditions of Use as set out above become part of the Agreement to Hire the facilities.	
<b>Name:</b>	
<b>Signed:</b>	
<b>For and On Behalf of:</b> (Name of Organisation)	
<b>Date:</b>	

\* The hirer must be over 18 years of age to hire the facility and sign the Agreement.

<b>If you wish to have your bond refund (if applicable) paid into your account by E.F.T. please advise us of the following:</b>	
<b>Bank Name:</b>	
<b>BSB Number:</b>	
<b>Account Number:</b>	
<b>Account Name:</b>	

## Privacy Statement

Central Goldfields Shire Council and Goldfields FM is collecting your/ your organisations information on this form for the purpose of registering and administering your/ your organisations application to hire the Community Hub. The information submitted on all applications will be used solely by Council and Goldfields FM for that purpose, and will not be disclosed outside those organisations except as required by law. In particular, the information will not be disclosed to others for marketing purposes. You may access this information by contacting Council.

## **OFFICE USE ONLY:**

<b>Approved:</b>			
<b>Signed:</b>			
<b>Date:</b>			
<b>Identification/ verification:</b> (Key hand over)			
<b>Venue booked:</b>		<b>Invoice raised:</b>	
<b>Notes:</b>			

# Maryborough Community Hub Application for Hire Form - 2019



## Submitting your application

Please note, applications for hire can be submitted by the following means;

<b>In person</b>
Central Goldfields Shire Council 22 Nolan Street Maryborough VIC 3465
<b>Email</b>
<a href="mailto:mail@cgoldshire.vic.gov.au">mail@cgoldshire.vic.gov.au</a>
<b>Post</b>
PO Box 194 Maryborough VIC 3465

## Further information

Should you require any further information regarding the Community Hub hire application and process, please contact Council on 03 5461 0610.