**Peterborough Community Hall**

Venue Hire Application Form & Conditions.

20231014

Please complete these pages and forward to residentsgrouppeterborough@gmail.com

# Hirer/Applicant Details:

Name:

Address:

Telephone:

Name of Organisation or Club if applicable:

# Function Details:

Date/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Function Description - e.g. Festival, Concert, etc.\_

Area required i.e. (circle) Entire Hall, Meeting Room, Meeting Room and Kitchen

or other – please nominate. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours required - Allow for set up and pack up:

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_am/pm To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_am/pm

Will you be serving a meal? Yes / No

If yes, how will it be served? Sit down / Buffet

Will alcohol be consumed? Yes / No

Liquor License provided? Yes / No

# (A Liquor License is required if liquor is to be sold or provided as part of a paid meal.)

Will kitchen facilities be used? Yes / No

# Equipment Required:

No of Chairs No of Tables

Other ie. Projection equipment.

# Keys

Date to be collected: \_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_

Date to be returned \_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_ (late returns will incur loss of bond)

**Fees**

**Full Venue per day $500.00 (**Wedding Reception or similar) **Bond $1,000.00**

**Other event types by negotiation.**

**Small Meeting Room $20 for members and $30 for non-members**

With use of kitchen for morning or afternoon tea.

Agreed Hiring Fee Bond:

Preferred payment method is by Direct Debit to the Peterborough Residents Group Inc. bank account **BSB 083 928 a/c 73 023 1919**

**Please provide a copy of your current Public Liability Insurance cover.**

**I**f you do not have Public Liability Insurance, Moyne Shire Council can provide $20 Million cover for a one-day event for approx. $25.00 Ring 03 5568 0555, and pay by credit card

**Receipt No.**  Date Paid / / .

**Declaration**

I hereby make this application for the premises set out in the Schedule to this application for the day and the times specified, and I acknowledge having received and read a copy of the Conditions of Hall Hire and undertake to be bound by and comply with these Conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with the Conditions.

Hirer / Applicant’s Signature: Date:

Peterborough Residents Group Committee Member Confirmatiion

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Information we collect on this form is to enable hire of the venue specified.

We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law.

The information will be stored securely by the venue’s Committee of Management. Without this information we will be unable to hire the venue to you.

Peterborough Community Hall Conditions of Hire

The Committee grants the hire of halls subject to the following conditions:

**1. APPLICATION**

The right to use the hall is subject to the Committee of Management receiving an application in the required form signed by the proposed hirer undertaking to comply with these conditions. If the proposed hirer is a club the application must include the personal undertaking by the president and secretary of the club.

**2. BOOKINGS**

Bookings are considered tentative until the agreed deposit is paid, and the completed . application form is received. A Peterborough Residents Group Committee member will sign the form and the PRG and the Hirer hold a signed copy. Tentative bookings will be held for 14 days only.

**3. ADULT SUPERVISION**

Hirers under the age of 18 years must have the application form completed and signed by an adult who will be supervising the event. The person completing the application form and whose signature appears on the same is subject to these terms and conditions.

**4. PAYMENT**

The balance of payment, including the security bond as stated on the application form is due 14 days prior to the function. Failure to pay the due amount will result in cancellation of the event.

**5. BOND**

The bond is security for any damage to the equipment and/or breach conditions of hire. The total bond will be refunded to the hirer within fourteen days after the function, provided the hirer has complied with all aspects of the conditions of hire. Should the cost of repairing damage to the property exceed the bond, the hirer shall pay any additional costs. The cost of extra cleaning as a result of the function will be deducted from the bond. An account for additional costs will be forwarded within 30 days.

**6. CANCELLATION**

Cancellation will only be accepted in writing at least 14 days prior to the date of the booking. If these cancellation conditions are not complied with, a cancellation fee of $20 may be deducted from the deposit paid on application.

**7. LIMIT OF HIRE**

The Committee of Management reserves the right to cancel any booking. If it is necessary to cancel any booking, the hirer will be advised in writing.

**8. OBLIGATION TO INSURE**

The Hirer shall, at all times during the term of this agreement, be the holder of a current Public Liability policy of insurance, which covers it in respect of the activities the subject of the use of this facility and be for an amount of at least $20 million. Committee of Management reserves the right to request proof of such insurance before the commencement of this agreement.

**9. INDEMNITY**

The Hirer agrees to indemnify and keep indemnified the Committee of Management, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against then, or any of them, in connection with the Hirers performance or purported performance of its obligations under this agreement and be directly related to the negligent acts, errors or omission of the Hirer. The Hirers liability to indemnify the Committee of Management shall be reduced proportionally to the extent that any act or omission of the Peterborough Community Hall Committee, its servants or agents, contributed to the loss or liability.

**10. OBSTRUCTIONS**

The Hirer shall comply in every respect with regulations under the Health Act and Victorian Building Regulations with regard to Public Buildings for the prevention of overcrowding and obstruction of gangways, passages, and corridors or of any part of the building.

#### 11. ACTS AND REGULATIONS

#### The Hirer shall conform to the regulations of the Health Act, Local Government Act, any Local Law or regulation made there under, and shall be liable for any breach of such Acts or Laws. The user must comply with all other statutory rules, provisions and regulations of the Commonwealth of Australia and State of Victoria.

#### 12. THEFT

The Committee of Management shall not be liable for any theft, loss, damage or injury suffered by the Hirer or any guest or invitee of the hirer, or any person using the equipment during the period of hire, and the hirer indemnifies the Committee of Management in respect of all claims for loss, damage or injury caused by any persons or property during the period of hire, or as a result of the use by the hirer of the equipment.

#### 13. CLEANLINESS

The Hirer is responsible for leaving the premises in a clean and tidy state, and shall immediately remove all rubbish, refuse and waste matter. Any cost incurred by Committee of Management in cleaning the premises resulting from the condition in which the hirer left the premises shall be recoverable from the hirer.

#### 14. DAMAGES

The floors, walls, curtains or any other part of the building or any fittings or furniture shall not be broken, pierced by nails or screws of in any other way damaged.

The Hirer shall accept full financial responsibility for damage to the Community Hall property except for normal wear and tear.

#### 15. SIGNAGE

No notice, sign, advertisement, scenery, fittings or decorations of any kind shall be erected on the building or attached or affixed to the walls, doors or any other portion of the building, fittings or furniture, without prior consent of the facility’s Committee of Management.

**16. ASSIGNMENT**

Hirers that are granted permission to use the venue shall not assign the right of use to any person, organisation or body.

**17. SMOKING**

Smoking is not permitted in any part of this building.

**18. LIQUOR**

The sale of liquor on the premises is forbidden unless the hirer obtains a permit from the Liquor Control Commission, and the permit is produced to the facility’s Committee of Management representative who shall make an endorsement on the Schedule to the application. The provision of liquor as part of a paid meal is considered to be sale of liquor.

**19. GAMBLING**

No game of chance, at which either directly or indirectly money is passed as a prize, shall take place in any part of the premises, with the exception that this clause shall not prevent the hirer using the premises for games of Bingo or equivalent, providing relevant permits have been obtained.

**20. POLICE**

The Hirer shall, when so directed by the facility’s Committee of Management, arrange for police attendance.