

Swan Hill Town Hall Performing Arts and Conference Centre (PACC)

Application to hire

Organisation		
Contact person	Name:	
	Address:	
	Phone:	Mobile:
	Email:	
Purpose of function		

Area required	<input type="checkbox"/> Whole complex <input type="checkbox"/> Auditorium <input type="checkbox"/> Café/Bar <input type="checkbox"/> Meeting Room 1 <input type="checkbox"/> Meeting Room 2 <input type="checkbox"/> Meeting Rooms 1&2 <input type="checkbox"/> Mezzanine <input type="checkbox"/> Kitchen <input type="checkbox"/> Dressing Rooms
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Hiring dates and times					
Day	Date	Month	Year	Time IN	Time OUT

Estimated attendance		Number of seats required:
Seating style	<input type="checkbox"/> Theatre style <input type="checkbox"/> Formal ball (maximum 270 people) <input type="checkbox"/> U shape <input type="checkbox"/> Bridal <input type="checkbox"/> Other: _____	
Are you using a caterer?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Caterer's name: _____	
Is alcohol being served?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please read section below on 'liquor consumption'.	
Are you providing security?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Crowd controller's name: Please Note: Security personnel are required for large functions at the Duty Manager's discretion. It is the Hirer's responsibility to arrange and pay any associated costs with respect to security.	
Public liability insurance	Have you attached a copy of your public liability insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, do you require casual Hirers Liability Insurance arranged by Swan Hill Rural City Council? This cost is on top of your Bond and Hire fees. Please contact Council to find out if you are eligible. <input type="checkbox"/> Yes <input type="checkbox"/> No	

Technical requirements	For technical / equipment requirements, please email shthpacc@swanhill.vic.gov.au or phone (03) 5036 2592 to discuss.
Booking office	Do you require Ticket Sales through the Swan Hill Region Information Centre? (All Ticket sales) <input type="checkbox"/> Yes <input type="checkbox"/> No If YES: Please make sure you have received a copy of the Swan Hill Booking Service Agreement with this application. Further information on the Booking Service may be obtained from Booking Manager, Swan Hill Region Information Centre (03) 5036 2444.
Terms and conditions	Have you received a copy of the Swan Hill Town Hall Performing Arts and Conference Centre Terms and Conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No
Additional equipment and other relevant information	

I/We acknowledge that the information contained on this Application Form is true and correct and that I/we have received, read and fully understand the Terms and Conditions of hire set out by the Swan Hill Rural City Council and agree to abide by these terms and conditions:

Name: _____ **Position:** _____

Signature: _____ **Date:** _____

Relevant Information to be retained by hirer

Liquor Consumption

If applicable, a copy of your liquor license is required to be produced to Council prior to the hire date. Please check if your caterer is licensed to cover your event, or apply by phoning Liquor Licensing – Department of Justice Victoria on 1300 650 367 or visiting www.justice.vic.gov.au

Security

Please note security personnel are required for large functions at the Duty Manager's discretion. It is the Hirer's responsibility to arrange and pay any associated costs with respect to security.

Caterers

It is the Hirer/Caterer's responsibility to provide Kitchenware (i.e. pots, pans, linen, glasses for the bar, etc). Council only supplies Crockery & Cutlery.

Caterers or hirers will not take into the kitchen or any part of the Venue, or use any gas or electrical appliance not supplied by the Council unless permission has first been obtained from the Duty Manager.

Gas bottles for cooking are not permitted within the Venue.

Public Liability Insurance

Please provide a copy of your Public Liability Insurance.

Applicants without standing cover may be eligible under Swan Hill Rural City Council's Hirers Liability Insurance Policy. This cost is on top of your Bond and Hire fees. Please contact the venue for further information and cost.

Bond

Council reserves the right to charge a bond for the hire of the facility.

The Bond shall be paid in full within ten (10) days of lodging the Application to Hire. Failure to pay such Bond within the required time shall result in only a tentative booking being made and therefore does not secure the use of the facility. The booking shall be confirmed upon full payment of the bond amount being received. The Bond shall be refunded within 28 days after the event, subject to a satisfactory final inspection being undertaken by a Council Officer of the facility.

Booking Lead Time

Council accepts bookings not more than 18 months in advance.

Requests for bookings beyond this period must be made in writing to the Chief Executive Officer, Swan Hill Rural City Council, 45 Splatt Street, Swan Hill for consideration.

Electrical Equipment

All electrical equipment brought into the Venue must be tested and tagged in accordance with Australian/New Zealand Standard 3760. Refer to Clause 38 of the Terms and Conditions.