

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

## Application to Hire

<b>Organisation</b>			
<b>Contact Person</b>	<b>Name:</b>		
	<b>Address:</b>		
	<b>Phone:</b>		<b>Mobile:</b>
	<b>Email:</b>		
<b>Name of Event</b>			
<b>Description of Event and Expected Outcome</b>			

<b>Area Required</b>	<input type="checkbox"/> Whole Complex	<input type="checkbox"/> Café (No Bar)	<input type="checkbox"/> Café (With 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
	<input type="checkbox"/> Stage	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Balcony Seating

Hiring Dates and Times					
Day	Date	Access Time	Start Time	Finish Time	Depart Time

<b>Estimated Attendance</b>	Number of chairs required:	
<b>Seating Style</b> <small>*Please contact us for capacity numbers</small>	<input type="checkbox"/> Theatre Style	<input type="checkbox"/> Banquet* (with/without Dance Floor)
	<input type="checkbox"/> U-Shape	<input type="checkbox"/> Cocktail
<b>Are you using a Caterer?</b> <small>If your caterer requires the use of the Kitchen, please complete the 'Kitchen Application Form'</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Other: _____
	If Yes, Caterer's name: _____	
	What time will catering be delivered? _____	
<b>Is Alcohol Being Served?</b>	Will you require plates, napkins, cutlery? _____	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>If Yes</b> , please provide a copy of your Liquor License and read the section below on 'liquor consumption'.	
	Security may need to be present. Please contact us if you are unsure. What is the name of the Crowd Controller: _____	
<b>Public Liability Insurance</b>	<b>Please Note:</b> It is the Hirer's responsibility to arrange and pay any associated costs with respect to security.	
	Have you attached a copy of your public liability insurance?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Technical Requirements</b>	<input type="checkbox"/> Data Projector <ul style="list-style-type: none"> <li><input type="checkbox"/> With Audio (Includes Technician)</li> <li><input type="checkbox"/> Without Audio</li> </ul> Media Source <ul style="list-style-type: none"> <li><input type="checkbox"/> USB</li> <li><input type="checkbox"/> Lap Top: <ul style="list-style-type: none"> <li><input type="checkbox"/> Hire from Venue</li> <li><input type="checkbox"/> Supplying own</li> </ul> </li> </ul> <input type="checkbox"/> Microphone - with Lead <input type="checkbox"/> Microphone - Cordless/Radio (Includes Technician) <input type="checkbox"/> PA System (Includes Technician) <input type="checkbox"/> Stage Lighting System (Includes Technician) <input type="checkbox"/> Fly Tower/Rigging (Hanging Props/Sets – Includes 2 Technicians) <input type="checkbox"/> Lectern <ul style="list-style-type: none"> <li><input type="checkbox"/> With Microphone</li> <li><input type="checkbox"/> Without Microphone</li> </ul> <input type="checkbox"/> WiFi Access <input type="checkbox"/> Whiteboard <input type="checkbox"/> Piano (Baby Grand)
<b>Tea/Coffee</b>	Do you require tea/coffee for your event? <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>If Yes</b> , please specify how many people, and the times of each break: <hr/> <hr/>
<b>Booking Office</b>	Do you require Ticket Sales through the Swan Hill Region Information Centre? ( All Ticket sales ) <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>If Yes:</b> 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.
<b>Terms and Conditions</b>	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
<b>Additional equipment and other relevant information</b>	

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](http://www.justice.vic.gov.au)

### **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.

### **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.

### **Technical**

Use of some areas and equipment within the Town Hall require qualified staff to operate. This includes the Stage, PA and Lighting Systems and the Fly Tower.

The staffing costs will be included in the hire charges for this.