

Community Tree

Application to hire

Name of hirer / organisation			
Person responsible	Name:		
	Address:		
	Phone:	Mobile:	
	Email:		
Purpose for hiring			

Hiring dates and times					
Day	Date	Month	Year	Time IN	Time OUT

Items required	<input type="checkbox"/> Blinds only required <input type="checkbox"/> Trestle table only required <input type="checkbox"/> Blinds & Trestle Table required <input type="checkbox"/> Key required (hot/cold water and power)
Hirer undertaking	<input type="checkbox"/> BBQ's (shall be supplied by the hirer)
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

- The Swan Hill Community Tree is a public owned and operated Council facility and is for the use of the local community for community/social/information functions. Events of commercial nature are not permitted.
- The Hirer acknowledges that they shall not cause any inconvenience to the public and shall comply with any instruction given by a Council Officer.

I/We acknowledge that the information contained on this application form is true and correct and that I/we have read and fully understand the attached conditions of hire set out by the Swan Hill Rural City Council and agree to abide by these conditions.

Name: _____ **Position:** _____

Signature: _____ **Date:** _____

Conditions of hire

Public Liability Insurance

The Organisation shall, at all times during the Agreement Term, be the holder of a current Public Liability Policy of Insurance (*"The Public Liability Policy"*) to cover legal liability to third parties for personal injury or property damage as a result of an occurrence in connection with the business of the insured, as specified in the public liability policy in the name of the Organisation providing coverage for an amount of at least \$10 million dollars.

The Public Liability Policy shall extend to cover Swan Hill Rural City Council in respect to claims for personal injury or property damage arising out of the negligence of the Organisation.

A current Certificate of Currency must be provided by the Organisation to Council on lodging an Application.

Indemnity

The Organisation agrees to indemnify and to keep indemnified Swan Hill Rural City Council, 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 them, or any of them, in connection with this Application and be directly related to the negligent acts, errors or omission of the Organisation.

Hold Harmless

The Organisation agrees to hold harmless Swan Hill Rural City Council, its servants and agents, and each of them in connection with all claims resulting from damage, loss, death or injury whatsoever which may otherwise be brought or made or claimed by the Organisation against Swan Hill Rural City Council, except to the extent that Swan Hill Rural City Council is negligent.

Casual Hirers/Users

Casual Hirers/Users of Council owned/controlled facilities may, take advantage of a "Blanket Public Liability Insurance cover arranged by Council if you do not have appropriate Public Liability Insurance, and where the activity is not excluded under such Blanket Policy.

Bond

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 Community Tree. 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 area.

In the event that the area is not left in a clean and tidy condition or any damage is caused, the costs associated with cleaning the area or undertaking any repairs shall be taken out of the bond before any remaining bond money is released to the hirer. In the event the bond is insufficient to cover the costs, an Invoice shall be raised to the hirer for payment.

Keys

Keys are required to be collected from Council's Splatt Street Office not more than 24 hours prior to your scheduled booking and must be returned to Council's Splatt Street Office within 24 hours after your booking. Weekend hirers shall collect the keys after 12 noon on Fridays and shall return the keys by close of business on Monday.

Blinds

If the pulls down blinds (located around the top of the tree) are required, a representative from Council will ensure the blinds are pulled down at the commencement of the hire and put back up at the conclusion.

Trestle Table & Fixed Concrete Stools

The trestle table can be collected from Swan Hill Rural City Council Offices located at 45 Splatt Street Swan Hill. You will need to arrange transport of the trestle table between Council's office and the Community Tree.

Care should be taken when moving around the trestle table and fixed concrete stools to ensure your safety.

Serving of Food

Where the hirer is serving any food for sale, approval must be granted by Council's Public Health Services Department, at least 5 days prior to the date of hire.

BBQ's

The hirer shall provide their own BBQ if required. It is recommended that a piece of cardboard or mat be laid under the BBQ to ensure no fat or food is spilt on the pavers.

Cleaning

It is the hirers' responsibility to ensure that the Community Tree and surrounding area is left in a clean and tidy condition at the conclusion of the hire.

The hirer shall ensure:

- That all rubbish is removed from the area.
- That the sink and tapes located inside the tree are wiped down and left clean.
- That the tables and seats (including the trestle tables, if used) are wiped down and left clean
- That the pavers/floor area is free of grease, oil, fat and any other spills.

Damages

The hirer shall be responsible for reporting any damaged caused to the Community Tree or surrounding area to Council. Where damage is caused by the hirer, the costs of such repair or replacement shall be at the hirers sole cost. The costs associated shall be taking out of the bond before any remaining bond money is released to the hirer.