

# Robinvale Community Arts Centre

## Application to hire

<b>Organisation</b>			
	<b>Name:</b>		
	<b>Address:</b>		
	<b>Phone:</b>	<b>Mobile:</b>	
	<b>Email:</b>		
<b>Purpose for hiring</b>			
<b>Estimated attendance</b>		<b>Number of seats required</b>	

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

<b>Seating style</b>	<input type="checkbox"/> Theatre style <input type="checkbox"/> Formal ball (maximum 460 people) <input type="checkbox"/> U shape <input type="checkbox"/> Bridal (Maximum 460 people plus bridal table) <input type="checkbox"/> Other: _____
<b>Items required</b>	<input type="checkbox"/> Crockery/cutlery <input type="checkbox"/> PA system with CD player <input type="checkbox"/> Microphone (2 portable-wireless) <input type="checkbox"/> Other: _____
<b>Are you using a caterer?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Caterer's name: _____
<b>Is alcohol being served?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please read section below on 'liquor consumption'.
<b>Are you providing security?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Crowd controller's name: _____
<b>Public liability insurance</b>	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. <b>Please contact Council to find out if you are eligible.</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Terms and conditions</b>	Have you received a copy of the Robinvale Community Arts Centre Terms and Conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Additional equipment and other relevant information**

**NOTE:** It is the hirer's responsibility to arrange any additional equipment that is not already listed in the application. Please list any Special Equipment being used.


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

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Summary of 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)

Please note that the Robinvale Community Arts Centre is located in an alcohol free zone, consequently, if alcohol is to be consumed outside the building, a special permit will need to be obtained from the Swan Hill Rural City Council by writing to the Manager Regulatory Services, Swan Hill Rural City Council, PO Box 488, Swan Hill Vic 3585, at least four (4) weeks prior to your booking.

This special permit does not replace a Liquor Licence.

## 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, on the payment of a levy for the amount of \$19.50, 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.

## Security

Please note security personnel are required for large functions at the Duty Manager's discretion including but not limited to, Balls, Parties, Weddings, Dinners and Concerts.

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 etc). Council only supplies items such as crockery, cutlery, glassware etc. See attached list for more details.

## Bond

Council reserves the right to charge a bond for the hire of the facility, dependant upon the type and size of the function and whether alcohol is being served. 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 only accepts bookings not more than 18 months in advance.

Requests for bookings beyond this period must be made in writing to the Chief Executive Office, 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 37 of the Terms and Conditions.