



# Hirer Booking Agreement

## PLEASE NOTE:

1. Until this form is completed and returned to Council any bookings will be considered tentative and are subject to cancellation at Council's discretion.
2. The Hirer (user/group hiring the building and facilities) is obliged to read and agree to the Hire Terms and Conditions before any keys will be issued to the Hirer.
3. A pre-hire inspection is required by the Hirer with a Council staff member prior to key hand-over and the attached checklist and sign-off completed.
4. It is the Hirer's responsibility to inform all patrons of the evacuation points and fire extinguishers. In case of emergency, notify the relevant authorities (000) immediately.
5. It is the Hirer's responsibility to contact the Police to complete the confirmation on the booking form.

<b>Venue:</b> <input type="checkbox"/> Theatre Royal <input type="checkbox"/> Greenham Park <input type="checkbox"/> Kiosk <input type="checkbox"/> Chambers <input type="checkbox"/> Park/Reserve <input type="checkbox"/> Library <input type="checkbox"/> Senior Citizens	<b>User Type:</b> <input type="checkbox"/> Private User (Individual) <input type="checkbox"/> Group* <i>*Groups <u>must</u> supply a certificate of currency, please see Terms and Conditions for further information</i>
<b>Purpose:</b> (please provide a short description of the event. E.g. Wedding) _____ _____	

<b><u>HIRER'S DETAILS:</u></b> <b>Name:</b> _____ <b>Organisation (If applicable):</b> _____ <b>Address:</b> _____ <b>Contact Phone Number:</b> _____ <b>Email address (optional):</b> _____  <b>Bank details for refund of cleaning deposit (if doing own cleaning):</b> <b>Account Name:</b> _____ <b>BSB:</b> _____ <b>Account Number:</b> _____  <i>NOTE: It is the Hirer's responsibility to ensure these details are correct, Council cannot be held responsible for funds being misdirected where this information is incorrect.</i> <i>Refunds will only be issued where own cleaning has been performed to a satisfactory condition, subject to the post-hire inspection.</i> <i>Refunds may take up to ten working days from the hire date to be processed.</i>
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**BOOKING DETAILS:**

**Date/s Required:** \_\_\_\_\_

*Confirmed venue availability*

**Key/s Collection Date:** \_\_\_\_\_

**Key/s Return Date:** \_\_\_\_\_

**Extra keys required? (e.g. for caterers) If so, please specify reason and quantity:**

\_\_\_\_\_  
\_\_\_\_\_

**Please advise of the full time required for the booking:**

**Set up duration:** \_\_\_\_\_ hours

**Event duration** \_\_\_\_\_ hours/days

**Clean-up duration (if applicable):** \_\_\_\_\_ hours

**HIRE FEES:**

<b>Hire Cost</b>	<b>\$</b>	<b>Income code:</b>
<b>Refundable Deposit</b>	<b>\$</b>	<b>Income code:</b>
<b>TOTAL</b>	<b>\$</b>	<b>Receipt No:</b>

*NOTE: If paid in instalments, please note all receipt numbers, and amounts paid.*

**Fee breakdown, if applicable:**

**Keys**

<p><b><u>Key issue confirmation:</u></b></p> <p>Key tag details: _____ date: _____</p> <p>Recipient Name: _____ Recipient signature: _____</p> <p>Council Officer: _____ Signature: _____</p>
<p><b><u>Key return confirmation:</u></b></p> <p>Key tag details: _____ date: _____</p> <p>Recipient Name: _____ Recipient signature: _____</p> <p>Council Officer: _____ Signature: _____</p>
<p><b>Additional keys (if applicable)</b></p>
<p><b><u>Key issue confirmation:</u></b></p> <p>Key tag details: _____ date: _____</p> <p>Recipient Name: _____ Recipient signature: _____</p> <p>Council Officer: _____ Signature: _____</p>
<p><b><u>Key return confirmation:</u></b></p> <p>Key tag details: _____ date: _____</p> <p>Recipient Name: _____ Recipient signature: _____</p> <p>Council Officer: _____ Signature: _____</p>

- ***Note: All keys are to be returned to Council and signed back in unless prior arrangements have been made and consent granted by Council.***

# Hire Terms & Conditions

Balranald Shire Council hereby grants a temporary booking agreement to the person(s) specified on the front of this agreement (hereinafter referred to as the "Hirer") subject to the following terms and conditions (please tick):

- Serving of liquor in all Council venues is subject to Council and Police approval (see below)
- Smoking is PROHIBITED in all Council venues
- No furnishings or other property is to be removed without prior approval from Council
- All ceilings, walls and doors must be free of staples/stickers/tape, etc
- All on-site instructions/signs are to be followed
- All lights are to be turned off and building securely locked upon departure.

1. **The Hirer is to notify Police at least one (1) week prior, of the venue, time of the event, approximate numbers attending, and if alcohol is being served or consumed. Confirmation of this notification is to be received by Council before keys will be supplied.**
2. Where the Hirer is other than a private person, a copy of the **certificate of currency for public liability insurance** is required to be attached to this form.
3. The Hirer is personally responsible for the safe keeping of the key(s), and will not give, lend or transfer the key(s) from his/her possession without the approval of the General Manager, Balranald Shire Council.
4. That the Hirer shall not interfere with any other person authorised by the Balranald Shire Council to use the reserve or any part thereof.
5. That the Hirer will not use the reserve except for the purpose(s) authorised by this Booking Agreement.
6. The Hirer shall keep the said hired area and buildings clean and tidy. The Hirer is responsible for any costs incurred by Council for repair and maintenance, resulting from any damage occasioned by the Hirer's use of the hired area. Hirers need to be aware that damage may exceed the security deposit; hence responsibility to cover this cost falls on the Hirer.
7. The Hirer shall indemnify and keep indemnified the Trust and the Minister administering the Crown Lands Acts against all actions, suits, claims, debts, obligations and other liabilities that may arise from the activities of the Hirer during the currency of the Booking Agreement.
8. Any organisation or club must provide their own cover. The Hirer shall maintain all other insurances as may be required by the Workers' Compensation Act or any other Act or Acts of Parliament in regard to the conduct of activities of the Hirer on the hired area. Copy of such coverage must be provided to Balranald Shire Council before the event.
9. Balranald Shire Council reserves the right to remove from or refuse entry to the hired area any person regardless of any arrangements or contract with the Hirer.
10. This Booking Agreement is subject to the provisions of the Crown Lands Act 1989, including section 108 and 109 of that Act.
11. The Hirer shall not sublet, assign or otherwise deal with the hired area.
12. It is the responsibility of the Hirer to remove all personal belongings from the hired venue before returning the keys to Council.
13. All Parks/Reserves will not be mowed/slashed prior to use unless requested, which will incur a fee.

**I, the undersigned, agree to the terms and conditions of hiring a Council managed facility**

Name (Hirer): \_\_\_\_\_ Signed: \_\_\_\_\_ Date \_\_\_\_\_

**CONFIRMATION OF POLICE NOTIFICATION AND HIRE DETAILS  
TO BE COMPLETED BY POLICE PRIOR TO EVENT**

**Venue Hired** \_\_\_\_\_ **Date of Hire** \_\_\_\_\_

**Time of hire – from:** \_\_\_\_\_ **am/pm** **to:** \_\_\_\_\_ **am/pm**

**Alcohol:** YES / NO (please circle)

**Approx. numbers attending:** \_\_\_\_\_

**Police confirmation (signature)** \_\_\_\_\_ **Date** \_\_\_\_\_

**(Police stamp / badge no. or identification) :** \_\_\_\_\_

\_\_\_\_\_



## Balranald Shire Council Halls - Hire Inspection Checklist

**HIRER:** \_\_\_\_\_

**EVENT:** \_\_\_\_\_

<input checked="" type="checkbox"/> Cross box if not completed <b>N/A</b> If not applicable <input checked="" type="checkbox"/> Tick box if comment is applicable	<p><i>NOTE: It is the responsibility of the Hirer to ensure all facilities are available and operational.</i></p> <p><i>Malfunctioning or damaged equipment must be brought to the attention of Council staff immediately. <b>Phone: (03) 5020 1300</b></i></p>
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**Facility:** THEATRE ROYAL     GREENHAM PARK HALL     KIOSK     OTHER (Name) \_\_\_\_\_

Pre-Hire Inspection	Comments	Post-Hire Inspection	Comments
Canteen benches & cupboards <input type="checkbox"/> Clean <input type="checkbox"/> Sound		Canteen benches & cupboards <input type="checkbox"/> Clean <input type="checkbox"/> Undamaged	
Floors/Ceiling <input type="checkbox"/> Clean		Floors/Ceiling <input type="checkbox"/> Clean <input type="checkbox"/> Undamaged	
Sinks <input type="checkbox"/> Plumbing, hot water OK		Sinks <input type="checkbox"/> Plumbing, hot water OK	
Lights <input type="checkbox"/> Working		Lights <input type="checkbox"/> Working	
Power points <input type="checkbox"/> Working		Power points <input type="checkbox"/> Working	
Internal Walls <input type="checkbox"/> Clean <input type="checkbox"/> Permitted Notices Only		Internal Walls <input type="checkbox"/> Clean <input type="checkbox"/> Permitted Notices Only	
Cooking appliances <input type="checkbox"/> Clean <input type="checkbox"/> Operational		Cooking appliances <input type="checkbox"/> Clean <input type="checkbox"/> Operational	
Fridges/cool room <input type="checkbox"/> Clean <input type="checkbox"/> Operational		Fridges/cool room <input type="checkbox"/> Clean <input type="checkbox"/> Operational	
Heating/Cooling <input type="checkbox"/> Operational		Heating/Cooling <input type="checkbox"/> Operational	
External area <input type="checkbox"/> Free of litter		External area <input type="checkbox"/> Free of litter	
Bins <input type="checkbox"/> Area free of litter <input type="checkbox"/> No. clean bins _____		Bins <input type="checkbox"/> Area free of litter <input type="checkbox"/> No. bins for collection _____	

## Balranald Shire Council Halls - Hire Inspection Checklist

Pre-Hire Inspection	Comments	Post- Hire Inspection	Comments
Tables & chairs <input type="checkbox"/> Clean <input type="checkbox"/> Undamaged <input type="checkbox"/> No. available _____		Tables & chairs <input type="checkbox"/> Clean <input type="checkbox"/> Undamaged	
Crockery/Cutlery <input type="checkbox"/> Clean <input type="checkbox"/> Undamaged <input type="checkbox"/> No. pieces available _____		Crockery/Cutlery <input type="checkbox"/> Clean <input type="checkbox"/> Undamaged <input type="checkbox"/> No. pieces damaged/missing _____	
Evacuation Notices <input type="checkbox"/> Posted		Evacuation Notices <input type="checkbox"/> Posted	
Fire Equipment <input type="checkbox"/> Compliance checked		Fire Equipment <input type="checkbox"/> Used	
Dishwasher <input type="checkbox"/> Clean <input type="checkbox"/> Operational		Dishwasher <input type="checkbox"/> Clean <input type="checkbox"/> Undamage	
First Aid Kit <input type="checkbox"/> Equipped <input type="checkbox"/> Available		First Aid Kit <input type="checkbox"/> Used	
Toilets <input type="checkbox"/> Clean <input type="checkbox"/> Paper, dispensers stocked <input type="checkbox"/> All plumbing functional		Toilets <input type="checkbox"/> Clean <input type="checkbox"/> Paper, dispensers stocked <input type="checkbox"/> All plumbing functional	
Car Parking / Surrounds <input type="checkbox"/> Free of Litter <input type="checkbox"/> Clear/accessible		Car Parking / Surrounds <input type="checkbox"/> Free of Litter <input type="checkbox"/> Clear/accessible	

### PRE-HIRE INSPECTION SIGN OFF

HIRERS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COUNCIL OFFICER NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### POST-HIRE INSPECTION

HIRERS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COUNCIL OFFICER NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_