

**TASMAN COUNCIL – COMMUNITY HALLS AND RECREATION GROUNDS
HIRE APPLICATION FORM & AGREEMENT**

NAME OF ORGANISATION/GROUP/HIRER	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
DRIVERS LICENCE NUMBER	

FUNCTION/EVENT DETAILS

EVENT TITLE	
DATE & TIME OF FUNCTION	
COUNCIL OWNED FACILITY	<input type="checkbox"/> Tasman Civic Centre <input type="checkbox"/> Taranna Community Hall <i>(note: CCTV Cameras have been installed outside of the Taranna Hall for security purposes)</i> <input type="checkbox"/> Nubeena Club Rooms and/or oval <input type="checkbox"/> Port Arthur Club Rooms and/or oval <input type="checkbox"/> Saltwater River Hall <input type="checkbox"/> Koonya Hall <input type="checkbox"/> Premaydena oval <input type="checkbox"/> Tasman Council Chambers <input type="checkbox"/> Park: _____
TIME/S FOR HALL TO BE OPEN FOR SET UP	
TIME/S OF CLOSING AFTER CLEAN UP	

I/we acknowledge, having received and read the 'Hire Agreement and Conditions of Hire' and the Fees and Charges Schedule and agree to abide by them.

I/we agree that the Council can, and will, deduct from any bond monies the cost to repair any damage, or major cleaning associated with the hire over and above 'fair wear and tear'.

I understand that I must provide proof of insurance cover via a copy of a current Certificate of Currency or, if I am an eligible hirer, pay the insurance administration fee.

I understand that if I am holding a Community Event at a Council owned facility, an **Event Nomination Form** is required to be completed and returned to Council four (4) weeks prior to the event.

SIGNED: _____

DATE: _____

**TASMAN COUNCIL – COMMUNITY HALLS AND RECREATION GROUNDS
HIRE APPLICATION FORM & AGREEMENT**

FEES AND CHARGES SCHEDULE – 2022/2023

ALL HALLS AND FACILITIES

DESCRIPTION	2022-2023
Public Liability fee for ALL casual users without public liability insurance (Per hire in addition to hire fee)	\$29.10
Deposit to be paid prior to any hall hire. This deposit will be returned once the facility has been inspected after the event	\$161.45 – no alcohol \$322.90 – with alcohol

TASMAN CIVIC CENTRE - 500 Maximum occupancy limit under the Public Health Act 1997

DESCRIPTION	SESSION	2022-2023
Total Complex (inc. Kitchen)	Per Day	\$175.45
General Hire – Hall Only	Per Hour	\$18.85
General Hire – Hall & Kitchen	Per Hour	\$23.15
Community Activities	Up to 3 hours	\$25.30

TARANNA COMMUNITY HALL - 200 Maximum occupancy limit under the Public Health Act 1997

(Note: Council has installed CCTV cameras around the outside of the Taranna Hall for security purposes)

DESCRIPTION	SESSION	2022-2023
Total Complex (inc. Kitchen)	Per Day	\$175.45
General Hire – Hall Only	Per Hour	\$18.85
General Hire – Hall & Kitchen	Per Hour	\$23.15
Community Activities	Up to 3 hours	\$25.30
Outdoor Facilities Only	Per Day	\$40.90

SALTWATER RIVER HALL - 100 Maximum occupancy limit under the Public Health Act 1997

DESCRIPTION	SESSION	2022-2023
Party/Event/Electoral Commission	Per Day	\$96.35
Community Activities	Up to 3 hours	\$24.20
General Hire	Per Hour	\$17.75

KOONYA HALL - 100 Maximum occupancy limit under the Public Health Act 1997

DESCRIPTION	SESSION	2022-2023
Party/Event/Electoral Commission	Per Day	\$96.35
Community Activities	Up to 3 hours	\$24.20
General Hire	Per Hour	\$17.75

NUBEENA CLUB ROOMS & REC GROUND - 80 Maximum occupancy limit under the Public Health Act 1997

DESCRIPTION	SESSION	2022-2023
Seasonal Hire	Game day plus 1 training day per week	\$375.05
Additional Training Day per week (must already have seasonal hire)	Extra Training Day per week	\$91.50
Total Complex hire – inc. outdoor area/oval	Per Day	\$101.15
Oval Only	Per Day	\$41.45
Club Rooms Only – party/event	Per Day	\$75.85
Community Activities	Up to 3 hours	\$25.30
General Hire	Per Hour	\$18.85
Tasman District School ONLY	Per Year	\$375.05

TASMAN COUNCIL – COMMUNITY HALLS AND RECREATION GROUNDS HIRE APPLICATION FORM & AGREEMENT

PORT ARTHUR CLUB ROOMS & REC GROUND - 80 Maximum occupancy limit under the Public Health Act 1997

DESCRIPTION	SESSION	2022-2023
Seasonal Hire	Game day plus 1 training day per week	\$375.05
Additional Training Day per week (must already have seasonal hire)	Extra Training Day per week	\$91.50
Total Complex hire – inc. outdoor area/oval/BBQ	Per Day	\$124.85
Oval Only	Per Day	\$41.45
BBQ Only	Per Day	\$37.70
Community Activities	Up to 3 hours	\$25.30
General Hire	Per Hour	\$18.85

EQUIPMENT HIRE – COMMUNITY GROUPS ONLY

DESCRIPTION	SESSION	2022-2023
Marquee 3 x 3	Per Day	\$226.00 (\$100 refundable deposit)
Marquee 3 x 6	Per Day	\$339.00 (\$100 refundable deposit)
Generator Hire	Per Day	\$538.15 (\$300 returnable deposit)
Other items, e.g. 'event ahead' signs, bollards, etc	Per Event	Currently no applicable fees for 2022-2023

- All bookings for facility hire must have an application form completed with all relevant details and be paid (including insurance and bonds) prior to the function date being booked in the community dairy.
- If applying for a waiver of hire fees, the 'Community Facility Hire Fee Waiver Form' must be completed and submitted as part of this application.
- Tentative Bookings are **NOT ACCEPTED**.
- BONDS (GST Free) – **BONDS ARE PAYABLE EVEN IF YOU ARE APPLYING FOR A FEE WAIVER**

PLEASE NOTE: ALL CHARGES (EXCLUDING BONDS) ARE SUBJECT TO GST

ITEM	AMOUNT
Facility Bond	\$
Hire Fee/s	\$
Equipment Hire	\$
TOTAL	\$
DATE PAID	
RECEIPT NUMBER	

**TASMAN COUNCIL – COMMUNITY HALLS AND RECREATION GROUNDS
HIRE APPLICATION FORM & AGREEMENT**

OFFICE USE ONLY – CUSTOMER SERVICE TO COMPLETE

- All contact/event details completed
- Facility Bond Paid
- Facility Hire Fees Paid, OR
- Fee Waiver Submitted
- Certificate of Currency for Public Liability Insurance Provided
- Booking Placed in Outlook Calendar
- Fire Warden Nomination Form (if required)
- Event Nomination Form (if required)
- COVID-19 Safety Plan (if required)

Officer Signature_____

Date_____

TASMAN COUNCIL – COMMUNITY HALLS AND RECREATION GROUNDS

HIRE APPLICATION FORM & AGREEMENT

HIRE AGREEMENT – CONDITIONS OF USE

1. Cleaning and Rubbish Removal

The Hirer is responsible for the removal of all decorations and rubbish from the premises. The facility is to be left clean and in good condition ready for the next user. Council will provide cleaning materials (broom, mops, dustpan, buckets and detergents) for the hirer to clean the facility and toilets once the event is over.

The facility floor is to be cleaned as required (swept/mopped) and all decorations and rubbish removed from the inside and outside of the building, including cigarette butts. All garbage is to be removed and taken with the hirer. Garbage is not to be left on the premises.

The Hirer is to ensure the toilets and bathroom sinks have been cleaned and left in good order. If using the outside areas of any facilities, these must be swept clean and any rubbish removed.

The Hirer is responsible to book and use a commercial cleaning service if they are unable to return the facility to the appropriate level of cleanliness. If Council deems that this is required and/or cleaning is not done to the satisfaction of the Council, the Council will arrange this and deduct the amount from the Hirer's Bond.

Please be aware that Council often receive back-to-back bookings and it is expected the Hirer will leave the facility clean, tidy and ready for the next user.

2. Public Liability Insurance

Hirers are responsible for their own Public Liability Insurance. Council requires that the Hirers provide evidence of cover to a minimum of \$5 million.

If a Hirer cannot provide proof of cover via a Certificate of Currency from their own insurer and if eligible, the Hirer may be covered by Council's General and Products Liability insurance policy. Refer the attached Public Liability Insurance Conditions for eligibility details.

3. Payment of Charges/Bond

The Hirer is required to pay a bond for use of the facility, which is fully refundable provided the facility is left in the same condition as prior to the function. Any cost for rectification works will be deducted from the bond; and the balance, if any, will be refunded to the Hirer.

The Hirer must pay the relevant hire charges and bond, in accordance with the current fee schedule, to secure the booking.

4. Tentative Bookings

Tentative bookings will not be accepted.

5. General Insurance

Hirers are responsible to insure their own goods and property that may be lost or damaged during the hire period.

6. Hours of Use

Council owned facilities may be used between the hours of 7.00am and midnight.

7. Preparation Day Prior to Function/Clean Up Day after Function

These days should be requested in advance to prevent 'double booking'. If a setting up / cleaning up day is required, fee may apply for each day requested.

8. Seating, Tables and Other Items

Some seating and tables are available. Arrangement and replacement of chairs and tables to the stacked position shall be the responsibility of the Hirer.

Any additional items brought into the facility must not damage the floor surface. Council has the right to refuse entry of items likely to cause damage.

TASMAN COUNCIL – COMMUNITY HALLS AND RECREATION GROUNDS

HIRE APPLICATION FORM & AGREEMENT

9. Decorations and Displays

No decorations will be permitted unless they can be installed or erected without damage to the walls, floors, ceilings and fittings. The use of nails, tacks and drawing pins is strictly prohibited. Any damage caused will be at cost to the Hirer. Suspension of decorations from lighting fixtures is prohibited. String and blue tack can be used to hang items. This is to be kept to a minimum where possible and all string and blue tack is to be removed when cleaning and leaving the facility. Cables on floors may be tapped down using electrical insulation tape only.

10. Council's Customer Service Officers

The Customer Service Officers are employed by the Tasman Council and will liaise with Hirers, oversee this agreement and conduct inspections to ensure the premises remains in reasonable condition and cleanliness. Tasman Council employees will not be directed by the Hirer. The Hirer should be aware that Council's Customer Service Officers are to be treated with respect and courtesy at all times.

11. No Smoking

All Council owned facilities are NO SMOKING AREAS. Smoking is permitted outside building only. The Hirer is responsible for ensuring patrons/guests obey the NO SMOKING signs.

12. Observance of Laws & Health Regulations

The hirer is responsible for compliance with all relevant Laws, Health Regulations, Local Laws and Regulations and for payment of all fee, licenses and any other costs, etc. which apply to the hire.

13. Conduct & Damage

The Hirer is responsible for the good conduct of patrons and will be held responsible for the cost of repairing any damage caused to any area of any facility. Functions must cease at or before midnight.

Amplified music must cease by 10.00pm. Amplified music before 10.00am is not permitted. (Amplified music is any music, which can be heard outside the confines of the building).

No obscene or insulting language, or disorderly behaviour or damage to property shall be permitted in any part of any Council facility.

14. Ban on Land-borne Inflatable Amusement Devices

Tasman Council have endorsed a ban on the use of all land-borne inflatable amusement devices (jumping castles, zorb balls and similar) on land owned or controlled by Council, that these activities **WILL NOT** be permitted under any circumstances.

15. Right of Refusal

Council reserves the right to hire the hall at its absolute discretion without prejudice.

16. Leaving Venue

Care is to be taken when leaving the facilities. The hirer must make sure that all lights, heaters and other appliances have been switched off. The hall must be securely locked and/or an alarm set before departure.

17. TASMAN CIVIC CENTRE & TARANNA COMMUNITY HALL **ONLY**

Hirers of the Tasman Civic Centre or Taranna Community Hall may be required complete and submit an additional 'Nomination of Chief Fire Warden' form if it is anticipated that there will be 150 or more attending the event.. This is a requirement under the Tasmanian Fire Service *General Fire Regulations 2000*, for all public buildings with an occupancy limit of 150 or more. This additional form can be requested at the Council office or downloaded from the Councils website.

CCVT Cameras have been installed around the outside of the Taranna Hall for security purposes.

18. COVID-19 Safety Plans

Hirers may need to be complete and provide a COVID-19 Safety Plan for their event. Details for requirements for COVID-19 Safety Plan are found here www.coronavirus.tas.gov.au. If a COVID-19 Safety Plan is required, the plan must be approved by Public Health and be submitted to be Council prior to the event.

Whilst Tasmania remains under Emergency Public Health Orders, COVID-19 requirements must be adhered to, e.g. maintain social distancing of 1.5 metres at all times and ensure the maximum safe capacity for the facility is not exceeded (maximum capacity numbers are displayed at each facility). This extends to any and all Public Health Orders and requirements not listed here and as changed by the Tasmanian and Australian Governments from time to time.

Hand washing and hygiene facilities are provided at each hall.

If participants are showing signs of being unwell, they are required to leave the facility immediately and seek medical advice.

**TASMAN COUNCIL – COMMUNITY HALLS AND RECREATION GROUNDS
HIRE APPLICATION FORM & AGREEMENT**

PUBLIC LIABILITY INSURANCE CONDITIONS

Tasman Council is able to provide Public Liability and Product Liability insurance cover to *eligible* casual hirers of Council facilities under its Public and Products Liability (Public Halls – Hirer) Insurance Policy, provided the hirer agreement is completed, the conditions below are met and the insurance administration fee is received.

There are some limitations on the types of *eligible* events that will be covered under the arrangement. Hirers wishing to take up this offer may wish to contact the Corporate Services Manager on 6250 9200 or via email tasman@tasman.tas.gov.au, for more information.

The following conditions apply:

1. Indemnity is only provided to the Hirer of the facility. Indemnity is not provided to any other participants/performers/contractors that may be involved in the hire activity (e.g. a band engaged for a wedding reception). Hirers should ensure these other parties have in place their own Public Liability Insurance.
2. There is no coverage available where the hire is part of a public event, e.g. festival or market. The event organiser is required to obtain their own insurance.
3. There is no coverage available to commercial entities that hire facilities and charge admission or derive monetary gain from the actual hire activity.
4. There is no coverage available for person or groups providing child minding or childcare services.
5. There is no coverage available for sporting activities at any Council owned facility.

**TASMAN COUNCIL – COMMUNITY HALLS AND RECREATION GROUNDS
HIRE APPLICATION FORM & AGREEMENT**

HALL HIRE BOND – REFUND REQUEST FORM

NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____ DATE: _____

Please provide your EFT details below. Payment will be processed in the next fortnightly EFT payment run. Council cannot issue bond refunds back onto Credit/Debit Cards.

BANK NAME: _____

BSB NO: _____

BANK ACCOUNT NO: _____

BANK ACCOUNT NAME: _____

SIGNATURE: _____ DATE: _____

HIRE DETAILS – OFFICE USE ONLY

EVENT TITLE: _____

DATE/S OF HIRE: _____

BOND PAID: \$ _____ RECEIPT NO: _____

BOND REFUND AUTHORISATION

SIGNED: _____ DATE: _____