



Facility Hire Agreement Form

Marysville Community Centre- Gallipoli Park Precinct Committee of Management

Hirers Details

Name: _____
 Organisation: _____
 Address: (postal) _____
 Telephone: (Bus) _____ (After Hours) _____

Venue Details

Facility/Reserve? (please specify) _____
 Date/s for Hire: _____
 Time/s: _____
 Purpose of Hiring: _____
 Special Requirements (to be approved by Committee) _____
 (ie. Removal of chairs, stage etc)

Public Liability Insurance

The hirer is required to have public liability insurance when hiring Council owned / managed facilities.

- Yes, I/we have public liability insurance and have enclosed a copy of my/our policy.
- No, I/we do not have public liability insurance and will include an additional \$30.00 with my/our payment for insurance. **(Public Liability Insurance form is also to be completed & returned to Council minimum 2 weeks prior to booking date)**

Council / Committee Use ONLY

(Please attach copy of receipt and/or debtor notice, public liability insurance etc)

Fee Payable: _____ Bond Amount: _____

Paid in advance Debtor Notice Receipt # _____

Key #: _____ given to hirer Signed: _____

Date: _____

**Please note: All hire charges, MUST be paid in full prior to the booking date.
 (including those with debtor notice issued)**



HIRE CONDITIONS

1. The venue shall be left in a clean and tidy condition.
2. Any damage, untidiness or operating faults, need to be reported to the Committee on the next day of business after use.
3. Keys are to be collected on the day of the function or on the last business day before the function. (Alternative arrangements can be made at the time of booking, if special circumstances exist).
4. Keys are to be returned on the next day of business after the function.
5. Hire fees, bond fees and public liability fees are to be paid **prior** to use. Again, alternative arrangements can be made, if warranted.
6. **The use of adhesive tape, nails, pins, hooks and the like fasteners for affixing decorations or other materials is prohibited, except where such items are affixed to fixtures provided for that purpose.**
7. All appliances, lights and heaters must be turned off and doors locked when vacating the premises.
8. **All equipment is to be returned from where it was removed.**
9. Rubbish that does not fit into bins provided, must be removed by the hirer.
10. **Public Liability Insurance.** The hirer shall, at all times during the term of this agreement, be the holder of a current public liability policy of insurance, which covers it in respect of the activities the subject of the use of Council's facility and be for an amount of at least \$10 million. The said policy shall be effected with an insurer approved by Council. Council reserves the right to request proof of such insurance before the commencement of this hire.
11. The venue is to be vacated by the time specified by the hirer when making the booking, and by no later than 2.00am, unless arrangements have been made.
12. **Liquor Licence.** Where there is a legal requirement to do so, a Liquor Licence must be obtained and a copy provided to Council. The Hirer must ensure the Liquor Licence is clearly displayed whilst hiring the venue.
 - Yes, I/we have obtained a liquor licence as legally required for my/our function and provided a copy to council.
 - No, I/we do not require a liquor licence for our function as I/we will not be allowing or serving alcohol.
13. If the Hirer is unfamiliar with the venue or its facilities, lights, heaters etc. He/she should request an orientation tour when collecting the keys. Times for inspections can be obtained from individual Committee Members.

I/We agree to abide by the conditions of use. Furthermore, I/We understand that the cost of repairs, replacement or cleaning, made necessary by my/our use of the facility, may be deducted from the deposit and that I/We will be responsible to pay any deficiency in the deposit in meeting such costs.

Signed: _____ Date: _____

