



DISTRICT COUNCIL of TUMBY BAY

Version No: 2

March 2023

PERMIT FOR OCCASIONAL HIRE OF COUNCIL FACILITY

Applicant's Name (Name of individual making application)	
Applicant's Body (Organisation, Business, Group)	
Address	
Telephone	
Purpose of Hire	
Date of Event	
Period of Use	
Alcohol will be served (Please attach Liquor License to this application)	<input type="radio"/> Yes <input type="radio"/> No

Facilities Required by the Hirer

Main Hall	<input type="radio"/> Yes	<input type="radio"/> No
Kitchen	<input type="radio"/> Yes	<input type="radio"/> No
Committee Function Room	<input type="radio"/> Yes	<input type="radio"/> No
Crockery	<input type="radio"/> Yes	<input type="radio"/> No
Cutlery	<input type="radio"/> Yes	<input type="radio"/> No
Glasses	<input type="radio"/> Yes	<input type="radio"/> No
Chairs	<input type="radio"/> Yes	<input type="radio"/> No
Tables	<input type="radio"/> Yes	<input type="radio"/> No
PA System	<input type="radio"/> Yes	<input type="radio"/> No
Piano	<input type="radio"/> Yes	<input type="radio"/> No
Tablecloths	<input type="radio"/> Yes	<input type="radio"/> No
Table Runners	<input type="radio"/> Yes	<input type="radio"/> No



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BOND

A bond is required to be paid prior to any keys being issued to the hirer. This bond includes a \$50 key deposit. For additional keys, and extra \$50 will be added to the bond fees as follows:

Hall Hire without kitchen use - 1 key \$200

Hall Hire with kitchen use - 1 key \$300

Additional keys - \$50 each

BOND REFUND

☐

Cheque

☐

EFT

Account Name

BSB & Account Number

Email for EFT Remittance Advice

GENERAL CONDITIONS OF PERMIT

- The permit holder, if an occasional hirer, in paying the prescribed fee, will be covered by a general public and products liability insurance policy.
- The permit holder, if a regular hirer (more than 6 times a year), agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
- The permit holder, where appropriate, shall ensure that he/she is licensed or registered to carry out the activity authorised by the issuing of this permit.
- The permit is not transferable.
- The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
- The permit holder shall notify the Council at the time of the application, if alcohol is to be served during the period of the permit.
- No adhesive tape, blutak or drawing pins shall be used on walls or ceilings. If suitable anchors are provided, decorations may be hung from them. Hooks are available from the Council Office for use on the wall rail.
- No polish, floor speed or other material is to be used on the floor without the prior written approval of the Council who shall reserve the right to refuse the same.
- Please supply your own kitchen linen (eg Tea Towels).
- No extra furniture, plant pots etc to be placed on floor without consultation with Council staff.
- The permit holder shall ensure that any breakages of glass or spillage of food or drink are cleaned up immediately.
- At the completion of the function, all floors must be swept, tables, chairs and other furniture placed in their original positions and all areas cleaned to the satisfaction of Council. Failure to do so may result in cleaning fees being charged.
- All litter resulting from any function must be removed from the hall and adjoining Council property before 12.00 noon the following day.
- The permit holder shall ensure that all doors and windows are securely fastened and lights and heaters extinguished when leaving the hall.
- The use of gas heaters is not permitted in the hall.



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- The use of the hall may be granted up to 36 hours prior to the time of hire for decorating purposes, subject to other bookings during that period.
- Cost of repairing and/or replacing any damaged furniture, fixtures or fittings will be the responsibility of the permit holder.
- Normal hire charges may be applied if a cancellation is not received at the Council office at least seven days prior to the reserved date.
- This permit may be revoked by Council if the permit holder fails to comply with a condition of the permit and may be revoked in any other justifiable circumstance.
- The Hirer must ensure that all the EXITS are kept clear of any furniture or equipment at all times while the Hall is occupied.
- The hirer must take note of the locations of all fire extinguishers and fire hose reels prior to any functions/performances commencing in the Hall.
- Upon collection and return of the key the premises will be inspected by the hirer and a Council staff member and the checklist completed and signed.

I confirm that I have read and understand the permit conditions and agree to abide by the said conditions.

SIGNED FOR AND ON BEHALF OF THE PERMIT HOLDER

Name	
Position	
Signature and Date	

SIGNED FOR AND ON BEHALF OF THE COUNCIL

Name	
Position	
Signature and Date	

COUNCIL AUTHORISATION

Permit	<input type="radio"/> Approved	<input type="radio"/> Denied	<input type="radio"/> Outlook Calendar Noted
Fee	Receipt No.		
Name			
Signature and Date			