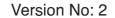


Version No: 3

June 2023

PERMIT FOR HIRE OF TUMBY BAY DISTRICT SOLDIER'S MEMORIAL HALL

Applicant's Name (Name of individual making application)		
Applicant's Body (Organisation, Business, Group)		
Address		
Telephone		
Purpose of Hire		
Date of Event		
Is prior access to the venue required for setup? Subject to availability	Yes Date and Time: No	
Alcohol will be served (Please attach Liquor License to this application)	Yes	No
Invoiced to be sent to (Name and Address)		
HALL REQUIREMENTS		
Hall hire options are included below. There is a fee for hire of and General Conditions of Permit on page 2. If additional iter		
Main Hall	Yes	No
Stage	Yes	No
Kitchen	Yes	No
OTHER COMMENTS		



March 2023



PERMIT FOR HIRE OF TUMBY BAY DISTRICT SOLDIER'S MEMORIAL HALL

BOND

A bond is required to be paid prior to any keys being issued to the hirer. This bond includes a \$50 key deposit. The bond fees are 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. BEING CHECKED
- 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.
- Hall hire will incur a fee as per Council's Fees & Changes. This will be invoiced post event. A separate fee will be incurred where the PA system is hired as specilised technical support is required for operation.
- 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 and provide a copy of the Liquor Licence to Council.
- 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 12.00pm 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.



Version No: 2

March 2023

PERMIT FOR HIRE OF TUMBY BAY DISTRICT SOLDIER'S MEMORIAL HALL

- · The use of gas heaters is not permitted in the hall.
- The use of the hall may be granted up to 36 hours prior to the time of hire for decorating purposes, subject to availability. Notice MUST be given in advance at the time of booking by filling in the corresponding form field.
- 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 Approved Denie	ed Outlook Calendar Noted	
Fee	Receipt No.	
Name		
Signature and Date		