



# Application for use of a Council facility

Name of Facility \_\_\_\_\_

Rooms/Areas to be used:  Main Hall  Supper Room  Kitchen  Function Room (Kerang only)

**Kerang Hall only** - half or whole? Do you require bi-fold doors to be opened YES / NO (please circle)

Other \_\_\_\_\_

Requested date(s) of use: \_\_\_\_\_

Nature of activity/Intended use: \_\_\_\_\_

Time requested (allow for applicant setting up and cleaning up) Start \_\_\_\_\_ Finish \_\_\_\_\_

**Do you have an existing insurance policy, with at least ten million dollars cover, that will cover this activity/event?**  Yes - a Certificate of Currency must be provided with this Application

No

Organisation: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**ALCOHOL - Will alcohol be consumed at the event?**  Yes  No

**ALCOHOL – If yes, is it a BYO function?** *(please refer to Section 6 of terms and conditions)*  Yes  No

**FOOD - Will there be food for sale at the event?**  Yes  No

**FOOD - Will there be food preparation at this event?**  Yes  No

**BINS - Will recycle/waste bins be required for this event? Quantity:** \_\_\_\_\_  Yes  No

Will your event require an Occupancy Permit for a Place of Public Entertainment?  Yes  No

*Place of Public Entertainment (POPE) examples include open air event where public are charged admission, free open air events in areas sectioned off exclusively for the event, marquees >100m2, stages >150m2. Further information is available on the Council website.*

### Memorial Hall Hire Only

**Public Address system** - Do you require use of the Council's PA System?  Yes  No

**Data Projector** - Do you require use of the Council's Data Projector?  Yes  No

**Council set up** – Do you require Council staff to set up for your function?  Yes  No

*If yes, please contact staff for set up plans and costs*

**How many tables and chairs are required for your event?** \_\_\_\_\_

**Any other requests?** \_\_\_\_\_



# Application for Use of a Council Facility

## FACILITY HIRE PAYMENT AGREEMENT

A security bond is to be lodged with this application. Subject to the conditions of use, the bond will be refunded. The hire charge must be paid at least **7 days** prior to the event.

**Bond amount - No alcohol: \$230 / Alcohol to be consumed: \$530**

Bond Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_ Trust # \_\_\_\_\_

Signed by Council Representative: \_\_\_\_\_

Bond to be Reimbursed by:  Cheque  Direct Deposit (if direct deposit please refer to Page 4)

Hire Charge: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_ CSO \_\_\_\_\_

Signed by Council Representative: \_\_\_\_\_

**Please complete and return pages 1 – 4 and attach insurance Certificate of Currency if required**

**In person:** Kerang or Cohuna Office

**Fax:** 5450 3023

**Email:** [council@gannawarra.vic.gov.au](mailto:council@gannawarra.vic.gov.au)

**Mail:** PO Box 287 Kerang Victoria, 3579

Please retain the Terms and Conditions of Use and General Information sections for future reference

# Application for Use of a Council Facility

## BANK ACCOUNT DETAILS

If you would like your Security Bond/Refundable Deposit reimbursed directly into your bank account, please complete the following details:

<b>Name</b>	
<b>Address</b>	
<b>Bank Name</b> (eg ANZ, Bendigo Bank)	
<b>Branch Name</b>	
<b>BSB Number</b>	<div style="text-align: center;">             _ _ _ - _ _ _           </div>
(This is usually a 6 digit number)	
<b>Bank Account Number</b>	<div style="text-align: center;">             _ _ _ _ _ _ _ _           </div>
(Up to 9 digits)	
<b>Account Name</b>	
<b>Email address</b>	
(to send Remittance advice)	
<b>or</b>	
<b>Fax Number</b>	
(if you do not have an email address)	
<b>ABN</b>	
<b>Signed</b>	
<b>Printed name</b>	
<b>Date</b>	

**Please note: If you do not have an email address or fax your remittance advice will be sent via the mail.**

## TERMS AND CONDITIONS OF USE

1. A verbal booking may be made with the Gannawarra Shire Council but written confirmation is required on the 'Application for Use of a Council Facility' form. The form must be completed and returned to the Gannawarra Shire Council Kerang or Cohuna Office when hiring any of Council's halls.
2. (a) The user agrees to pay immediately upon booking, \$ \_\_\_\_\_ security bond/refundable deposit as a booking fee; and/or  
(b) The user agrees to pay, at least seven (7) days prior to the event/activity, the sum of \$ \_\_\_\_\_ being the estimated hiring charge in accordance with the current rates of use.

**The user is aware that all other charges that may accrue in connection with the booking, such as hiring extensions, breakage or damage to the facility or equipment, or extra cleaning etc, will be deducted from the security bond/refundable deposit.**

3. The user reserves the right to cancel this booking at any time and acknowledges that in this case, the user will receive a refund of monies paid on the following basis:
  - (a) If cancelled within 30 days of the date booked, NO REFUND of the booking fee.
  - (b) If cancelled more than 30 days but less than 90 days prior to the event/activity, 50% of the booking fee will be refunded.
  - (c) If cancelled at least 90 days before the event/activity, the full amount paid will be refunded.

**Failure to inform Council of any cancellation of booking(s) prior to the event may result in a charge equivalent to the relevant facility use charge.**

4. Prices are subject to alteration at any time with 30 days notice. Price variation will not affect confirmed bookings.
5. If alcohol is to be consumed on Council land, a Council Local Laws Permit may be required. **IT IS THE USER'S RESPONSIBILITY TO ENSURE ALL LICENSING AND LOCAL LAW REQUIREMENTS ARE MET.** Further information is available on the Department of Justice Victoria website, [www.justice.vic.gov.au](http://www.justice.vic.gov.au) or call 1300 365 111.

### 6. **Cohuna Memorial Hall / Kerang Memorial Hall:**

#### **ALCOHOL CONSUMED OUTSIDE THE BUILDING**

The area outside the Hall is an alcohol-free zone. A Local Laws permit is required for consumption of alcohol in this area.

#### **ALCOHOL CONSUMED WITHIN THE BUILDING**

The applicant is required to comply with all requirements of the Victorian Commission for Gambling and Liquor Regulation. Website: [www.vcglr.vic.gov.au/home/liquor](http://www.vcglr.vic.gov.au/home/liquor) Phone: 1300 182 457

Council's halls are unlicensed venues and therefore if alcohol is consumed inside the facilities a temporary liquor licence is required. Applications and information can be downloaded from the website above. A temporary limited licence is generally not required for BYO events or private events where liquor will be supplied free of charge.

*Please note: If you hold a liquor licence and are selling alcohol outside where the licence is registered, a temporary licence is still required. If selling a ticket for entry into a function where alcohol is included in the ticket price, a temporary licence is still required. This is seen as an indirect sale.*

**Council require a copy of the temporary licence before the booking can take place.**

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7. The user agrees that any damage sustained to the facility and/or equipment, or removal of equipment, during the use of the facility will result in:
  - a) loss of Security Bond/Refundable Deposit (to the value of the loss)
  - b) appropriate charges to the user.
8. **Security Bond/Refundable Deposit – No Alcohol \$230, Alcohol \$530.**
9. Where a bond is payable, a reasonable allowance for cleaning is included. In the event that the facility is not left in good order and condition, part or the entire bond will be forfeited.
10. For the duration of the hire period the facility will be under the physical and legal control of the user. It is the responsibility of the user to inspect and approve the hired facility as being safe to use for the intended event/activity. If considered unsafe, the facility will not be used and Council will be notified of the problem. If the facility is used, it will be deemed to be an acknowledgement that the facility is fit and proper for the intended use and accepted that all liability associated with the use of the facility shall rest with the user.
11. The user is responsible for providing adequate crowd control for the event.
12. The user agrees to determine the requirement for an Occupancy Permit for a Place of Public Entertainment, and if required, agrees to obtain an Occupancy Permit prior to conducting the event. Further information and application forms are available from the Council website.
13. All persons attending the event/activity are to vacate the facility within 30 minutes of the agreed vacating time. A nominated person is to be the last person to leave the facility to ensure this requirement is met. If the facility is not vacated within this time, an additional charge may be levied.
14. The user is responsible for leaving the facility in a clean and tidy condition as found and all fixtures in good order and condition. Rubbish must be removed from the facility immediately after the event/activity has concluded. **The user is responsible for removing and disposing of all rubbish. General waste and recycle bins can be supplied upon request for the Kerang Memorial Hall, however in the event that the inside bins are filled to capacity, the user is responsible for removing and disposing of the excess waste.**
15. All bins Waste and Recycle are to be removed from inside of the hall and placed at positions listed below:
  - a) Kerang Memorial Hall – Wellington Street Entrance.
  - b) Cohuna Memorial Hall – Service road rear of hall.
16. **For use of Council buildings only:**
  - a) The law prohibits smoking inside any Council building. It is the responsibility of the user to ensure that this condition is strictly adhered to. **In the event that smoking does occur in a Council building, the security bond may be forfeited.**
  - b) The user is responsible for the setting up of tables, chairs etc prior to the event. If required GSC can provide a service to set up, as per request and templates/detailed diagram. (Fee for set up is \$60.00 per hour).
  - c) Tables and chairs MUST be wiped down and stacked after the event and returned to the storage facility provided outside the hall (Colour bond shed for Kerang, Wellington Street Entrance and for Cohuna: internal storage room, supper Room).
  - d) The user shall ensure no new fixtures are put in place in any Council building without written consent from Council.
17. Incorporated bodies and commercial businesses must provide a Certificate of Currency confirming that they have a currently maintained public liability insurance policy for the duration of the facility use.

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18. For multiple hire dates, and where the current insurance policy will expire during the hire period, hirers must provide Council with a new Certificate of Currency as evidence of currently maintained public liability insurance cover for the new insurance period.
19. The user will insure its sets, costumes, properties and equipment and all goods and materials of any kind brought into the facility in connection with the event/activity. The user will provide Council with proof of such insurance upon request.
20. All users have a Duty of Care towards any person attending the event/activity to ensure that the event is run in an orderly manner and not place any person or property at risk to injury or damage.
21. The user of **any Council facility** is TOTALLY responsible for:
  - a) The conduct of patrons at the event/activity, including patrons in unauthorised areas; broken glass; and/or undue debris or foodstuffs within the facility.
  - b) Reporting any incident that may lead to some action being brought against them or Council, in the course of the use of the facility.
  - c) Any excess litter or mess will result in a deduction from the security bond/refundable deposit.
  - d) Any damage to the facility, including damage caused by patrons.
  - e) Reimbursement for any damages to, or cost of replacing missing property, will be deducted from the security bond/refundable deposit.
22. The user of a Council **building facility** is TOTALLY responsible for:
  - a) damage to stage/floor surfaces caused by a band or decorations placed on it, and any major scratches to the surface of the stage/floor.
  - b) ensuring any tape used by a band for taping down cords to the stage/floor is a tape that will not leave any sticky residue and is totally removed after the event.
  - c) ensuring that any containers with ice are able to retain the contents and that no ice or water is allowed to leak on to the floor.
  - d) Ensuring that if the PA system is used in either the Kerang or Cohuna Memorial Hall, that the user has read and understood the Handbook and is fully responsible for the care of the PA system. Any cost for damages, or to replace missing items, will be deducted from the bond.
  - e) Leaving the facility in a clean and tidy condition, ensuring it is left the way it was found. This includes securing the facility by locking all external doors and ensuring that all electrical appliances, air conditioner (if applicable) and lights are switched off.
23. **SPECIAL CONDITIONS – EXIT DOORS**

On commencing the use of any hall/building you are required to release the slide bolts on the exit doors while the hall/building is in use. The bolts must then be properly secured after all patrons have departed.
24. **SPECIAL CONDITIONS – CONFETTI**

Confetti is not to be thrown inside any building – should this happen an extra cleaning fee will be charged.
25. **COHUNA COMMUNITY MEETING ROOM**
  - a) The meeting room, kitchen and toilets must be left in a clean and tidy condition following use.
  - b) The EXTERNAL DOORS (including kitchen door) of the building must be CLOSED and LOCKED when all attendees have ARRIVED, and at the conclusion of the meeting.
  - c) The KITCHEN SUPPLIES (tea, coffee, milk etc) are for Council use only.
  - d) NOISE – during office hours (8.30 am to 5.00 pm) is to be kept to a minimum.

# Application for Use of a Council Facility

- e) STAFF ONLY AREAS – users are not to enter ‘Staff Only’ areas. Any enquiries are to be directed to the Customer Service Officer.
- f) Lights and air conditioners/heaters are to be switched off at the conclusion of the meeting/event.

## **26. SENIOR HALLS**

- a) The Senior rooms, kitchen and toilets must be left in a clean and tidy condition following use.
- b) The EXTERNAL DOORS of the building must be CLOSED and LOCKED when all attendees have left the building.
- c) Lights and air conditioners/heaters are to be switched off at the conclusion of the meeting/event.

**27.** Please note that a First Aid Kit is not provided at any Council facility – user will need to supply when and if required.

**28.** The user shall observe these Terms and Conditions of Use.

**29.** All bookings for Kerang and Cohuna Memorial Halls including Kerang, Cohuna, Barrook and Quambatook Senior Halls are to be made through Gannawarra Shire Council Customer Service Centre on 03 5450 9333 or email [council@gannawarra.vic.gov.au](mailto:council@gannawarra.vic.gov.au)



## VENUES AVAILABLE FOR HIRE

### KERANG

Memorial Hall	4 Nolan Street KERANG
	Main Hall / Kitchen / Supper Room - available for separate hire
Seniors Citizens	169 Boundary Street KERANG
Atkinson Park	Wellington Street KERANG
Reedy Lake	Apex Park Road KERANG

### COHUNA

Memorial Hall	21 King Edward Street COHUNA
	Main Hall / Kitchen / Supper Room - available for separate hire
Community Meeting Room	Civic Centre, 23-25 King Edward Street COHUNA
Senior Citizens	21 King Edward Street COHUNA – at the side of the hall
Recreation Reserve	Oval 1 / Oval 2 - Island Road COHUNA
Garden Park	King George Street COHUNA
Apex Park	Island Road COHUNA
Donat Park	Martin Place COHUNA

### KOONDROOK

Apex Park	Main Street KOONDROOK
James Park	River Parade KOONDROOK
Senior Citizens	2 Station Street KOONDROOK

### LEITCHVILLE

Recreation Reserve	19 King George Street LEITCHVILLE
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### QUAMBATOOK

Senior Citizens	2 Olive Street QUAMBATOOK
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## GENERAL INFORMATION

### Contact Council

Postal Address: PO Box 287 Kerang 3579      Email: [council@gannawarra.vic.gov.au](mailto:council@gannawarra.vic.gov.au)  
Kerang Office: 47 Victoria Street      Phone: 5450 9333      Fax: 5450 3023  
Cohuna Office: 23 King Edward Street      Phone: 5456 5222      Fax: 5456 2173

### Council Enquiries

All Bookings – Customer Service  
Alcohol/Local Laws – Local Laws Team Leader  
Bins and Rubbish Collection – Parks and Gardens Team Leader  
Food Handling Regulations for Events – Environmental Health Officer  
Marquee/Temporary Structure Erection/Building Permits – Building Surveyor  
PA Systems/Emergency Access Requirements/Electrical – Special Projects Officer  
Public toilets and number required based on crowd estimates – Building Surveyor  
Road Closures/Barriers/Traffic Signs – Local Laws Team Leader  
Insurance – Manager of Governance

### Other Contacts

Ambulance Emergency      Phone 000  
Fire Emergency      Phone 000  
Policy Emergency      Phone 000  
  
Police – Cohuna (Market Street)      Phone 5456 4150  
Police – Kerang (Albert Street)      Phone 5452 1955  
Police – Koondrook (Main Street)      Phone 5453 1555  
Police – Quambatook (Church Street)      Phone 5457 1200  
  
Fire Brigade – Kerang Region (enquiries only)      Phone 5450 3406  
Department of Justice Victoria      [www.justice.vic.gov.au](http://www.justice.vic.gov.au)  
Liquor Licensing      Phone 1300 182 457

### Insurance

Single cover Event Liability insurance may be available for one-off events, such as a fairs, street parties, festivals, community celebrations, etc. not covered by a hirer's current policy or by Council. For further information visit [www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au)