

Application for Use of a Council Facility

TERMS AND CONDITIONS OF USE

The user is responsible for complying with all COVID-19 restrictions and directions.

1. 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
2. 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.
3. (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.

4. 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.

5. Prices are subject to alteration at any time with 30 days notice. Price variation will not affect confirmed bookings.
6. 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 or call 1300 365 111.

7. 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 Liquor Control Victoria Department of Justice and Community Safety <https://www.vic.gov.au/liquor> P: 1300 182 457 E. contact@liquor.vic.gov.au

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 requires a copy of the temporary licence before the booking can take place.

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8. 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.
9. **Security Bond/Refundable Deposit must be paid if applicable**
10. Where a bond is payable, a reasonable allowance for cleaning is included. In the event the facility is not left in good order and condition, part or the entire bond will be forfeited.
11. 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.
12. The user is responsible for providing adequate crowd control for the event.
13. 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.
14. 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.
15. The user is responsible for leaving the facility in a clean and tidy condition as found and all fixtures in good order and condition.
16. Rubbish must be removed from the facility immediately after the event has concluded. The user is responsible for removing and disposing of all rubbish. Limited general waste and recycle bins are provided at Council venues. If your event requires access to more bins, Council can supply upon request 'Event Bins' at an additional cost. This information must be provided to Council in your application for hire.
17. 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.
18. **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. **If 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 will be quoted to you on application).
 - 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.
19. 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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20. 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.
21. The user will ensure 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.
22. 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.
23. 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.
24. 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 can 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.
25. **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.
26. **SPECIAL CONDITIONS – CONFETTI**

Confetti is not to be thrown inside any building – should this happen an extra cleaning fee will be charged.
27. **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.

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- 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.

28. 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.

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

30. As an event organiser, you should ensure that the first aid service contracted to the event is licenced. Having a licenced first aid service is important to ensure the provision of quality and safe patient care. All first aid services providing Commercial First Aid in Victoria are required to be licenced under the Non-Emergency Patient Transport and First Aid Services Act 2003 (The Act).

The register of licenced first aid services is available on the Department of Health website <https://www.health.vic.gov.au/patient-care/first-aid-services> in the first instance. A member of the team will check the status of your preferred first aid service provider. If your preferred service is not licenced, they cannot provide first aid services in Victoria.

31. The user shall observe these Terms and Conditions of Use.

GENERAL INFORMATION

Contact Council

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|-----------------|------------------------|--------|-------------------------------|
| Postal Address: | PO Box 287 Kerang 3579 | Email: | 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 |

Other Contacts

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| Ambulance Emergency | Phone 000 |
| Fire Emergency | Phone 000 |
| Police Emergency | Phone 000 |

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| Police – Cohuna (Market Street) | Phone 5456 4150 |
| Police – Kerang (Albert Street) | Phone 5452 1955 |
| Police – Koondrook (Main Street) | Phone 5453 1555 |
| Police – Quambatook (Guthrie Street) | Phone 5457 1200 |

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| Fire Brigade – Kerang Region (enquiries only) | Phone 5450 3406 |
| Department of Justice Victoria | 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

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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

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|------------------------|---|
| 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

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|-----------------|----------------------------|
| 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

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|-----------------|---------------------------|
| Senior Citizens | 2 Olive Street QUAMBATOOK |
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