



The Heart of Our Community

Loch Sport Community House  
 222 – 236 National Park Road  
 PO Box 587  
 Loch Sport Vic 3851  
 P 03 5146 0145

E manager@lochsportcommunityhouse.com

**Loch Sport Public Hall Booking Form**

*\*The completion and return of this form assumes that you have read, understood and agree to Wellington Shire Hire Conditions on rear of this page. Copy provided to you in Hall Policy.*

<b>Name of Organisation / Individual</b>			
<b>Applicant Name</b> <i>(if different from above)</i>			
<b>Other nominated Responsible Person</b> <i>(if required)</i>			
<b>Room(s) required</b>			
<b>Address</b>			
<b>Phone</b>		<b>Email</b>	
<b>Driver's License Number</b> <i>*copy must be attached</i>			
<b>Proof of Incorporation attached</b> <i>(if applicable )</i>		<b>Certificate of Currency (Public Liability Insurance)</b> <b>attached</b> <i>(if applicable )</i>	
<b>Reason for Hire</b>			<b>Anticipated numbers attending</b>
<b>Days or Date Required</b>	<b>From</b> Date: Time:	<b>To</b> Date: Time:	
<b>Rate per hour</b> \$	<b>Number of hours</b>	<b>Hire fee due</b> \$	
<b>Signatures</b>			
_____		_____	
<b>Hirer</b>		<b>Loch Sport Community House and Public Hall Manager</b>	
<i>Office Use Only</i>			
<b>Bond refund</b> <i>(if applicable)</i> \$			
<b>Account name</b>			
<b>Bank BSB</b>		<b>Account No</b>	

COUNCIL OWNED FACILITY - CONDITIONS OF HIRE

1. Charges will be levied as per the current schedule. Applicable GST details are inclusive or shown in the Schedule. Hire fee to be paid at the time of collecting the key.
  2. If the building is not vacated by the agreed time, or is occupied prior to the agreed time, the Hirer may be required to pay an additional amount to cover costs incurred for the additional time.
  3. If any booking is cancelled prior to the commencement, the hire fee may be refunded in full or in part, at the discretion of the Committee.
  4. No portion of the building hired can be sub-let.
  5. It is at the discretion of the Committee to refuse to let the property; and notwithstanding that the property may have been let or that the conditions may have been accepted and signed and the fees paid, the Committee has full power, if it sees fit to cancel the letting and direct the return of the fee paid and the hirer hereby agrees in such case to accept the same and to be held to have consented to the cancellation, and to have no claim at law or in equity for any loss or damage in consequence thereof.
  6. The Hirer must conform with arrangements made with the Committee for the collection and return of keys. Any loss of key(s) by the Hirer is the Hirer's responsibility and will include replacement of all locks and keys if deemed necessary by the Committee.
  7. Any instructions given or provided by the Committee for the operation of any heating, cooling or ventilation systems must be followed and not varied unless with the consent of the Committee.
  8. The Facility must be left in a clean and tidy condition. All fixtures and utensils must be left in good order and condition, fair wear and tear excepted. The Hirer is responsible for any breakage, damage, theft or loss, which may occur.
  9. The Hirer must immediately remove all rubbish, refuse and waste matter. Failure to comply will result in the Committee directing the work to be done and the cost of doing so charged to the Hirer.
  10. The floors, walls, or any part of the building, or curtains, fittings or furnishings must not be broken, pierced by nails or screws or in any other way damaged, and no notice signs, advertisements, scenery, fittings or decorations of any kind erected in the building or attached to or affixed to the walls, doors or any other portion of the building, curtains, fittings, or furniture without the prior consent of the Committee. Any extra insurance premium rendered necessary in such cases must be paid by the Hirer.
  11. No waxes or chemicals may be used on floors without the prior consent of the Committee.
  12. No Committee-owned chairs, tables or other furniture may be removed from the property at any time, without prior approval of the Committee.
  13. Exits and passageways are not to be obstructed at any time.
  14. Smoking is NOT permitted inside the building.
  15. No game of chance at which, either directly or indirectly, money is passed as a prize can take place in any portion of the building without the prior approval of the Committee and then only in accordance with the Lotteries, Gaming and Betting Act.
  16. Sale of goods or merchandise is not permitted without written approval of the Committee, unless the sale of goods is ancillary to a recognised exhibition or trade fair.
  17. The conditions under which food is sold on any part of the property will at all times comply with the provisions of the Food Act.
  18. All temporary food vendors/caterers are required to hold any necessary permits.
  19. Liquor may ONLY be consumed or sold on the property if the correct Liquor Licence is held by the Hirer and supervisors at the event hold a Responsible Service of Alcohol qualification.
  20. No obscene or insulting language, disorderly behaviour or damage to property is permitted in any part of the building. Offenders may be removed from the property.
  21. No animals are allowed in the building or its precincts without the consent of Committee.
  22. No signs may be displayed outside the building giving advance notice of functions without the consent of the Committee.
  23. The Hirer will indemnify the Wellington Shire Council and the Committee against any claim that may arise out of the use/hire of the facility.
  24. The Hirer of the property must not do or neglect to do or permit to be done or left undone any things which affect the insurance policy or policies of the Wellington Shire Council or the Committee relative to fire or public risk in connection with the property, and the Hirer agrees to indemnify the Wellington Shire Council and the Committee to the extent that any such policies may be affected through any such act of commission or omission.
  25. Neither the Committee, the Wellington Shire Council or its officers will be liable for any loss or damage sustained by the Hirer or any person, firm or corporation entrusting to or supplying any article or thing being lost, damaged or stolen. The Hirer hereby indemnifies the Wellington Shire Council and the Committee against any claim by any such person, firm or corporation in respect of such article or thing.
  26. The Hirer is responsible for the full observance of these conditions.
  27. Any person committing a breach of any one or more of these conditions may be expelled from the property.
  28. The Hirer must have adequate public liability insurance cover arrangements having regard to the nature of the hirer's event or activity. Only casual hirers will, subject to completion of this hire agreement, be covered by the Wellington Shire Council casual hirers insurance policy.
- (NB: A casual hirer is a once-off or very infrequent user of the facility.)
29. In the event of any dispute or difference arising as to the interpretation of these Conditions, or of any matters or things contained herein, a decision of the Wellington Shire Council will be final and conclusive.