

Hire Agreement

Kapunda Soldiers Memorial Hall
7 Hill Street Kapunda

Application Date:

1. Applicant Details

Title Given Name(s) Family Name(s)

Organisation Name
(and ABN if applicable)

Residential Address
(and Postal Address if different)

Phone Mobile Other

Email

Alternative Contact Name Phone

Is this hire for a community event or for a not-for-profit community group? Yes No

COVID Safe Plan and guidelines attached? Yes No

COVID Management Plan (if activity involves both dancing & consumption of alcohol): Yes No Not Applicable

<https://www.covid-19.sa.gov.au/recovery/create-a-covid-safe-plan>

2. Hire Request Details

Date	Start Time	AM/PM	End Time	AM/PM	
<i>Recurrent bookings (if applicable)</i>					
Monday	from	AM/PM	until	AM/PM	Not Applicable
Tuesday	from	AM/PM	until	AM/PM	Not Applicable
Wednesday	from	AM/PM	until	AM/PM	Not Applicable
Thursday	from	AM/PM	until	AM/PM	Not Applicable
Friday	from	AM/PM	until	AM/PM	Not Applicable
Saturday	from	AM/PM	until	AM/PM	Not Applicable
Sunday	from	AM/PM	until	AM/PM	Not Applicable

Request to hire (please tick all that apply) Main Hall & Kitchen plus Stage

Estimated number of guests / participants

Will food/refreshments be sold or included as part of an event entry fee? Yes No

***If 'Yes' please provide Food Business Number (FBN) of the catering group(s)
(FBN can be obtained from Council's Environmental Health Officer)***

Will alcohol be sold or served? Yes No

***If 'Yes' please provide copy of the relevant Liquor Licence for the event
(See www.cbs.sa.gov.au for details on how to obtain a liquor licence)***

Will there be amplified music, speeches or a live music performance? Yes No

If 'Yes' please prepare a Site Nuisance Management Plan and request exemption

3. Public Liability Insurance Details

Public liability insurance is essential for all community events held at the venue. Please attach a copy of the public liability insurance certificate of currency, which covers the booking date(s).

Public Liability Insurance cover (minimum \$10 million) held? Yes No

Insurance Expiry Date (must be current at time of booking)

Policy in the name of:

4. Application Declaration

I (full name)

hereby acknowledge that I have read the **Kapunda Soldiers Memorial Hall Terms and Conditions of Use (pages 3-4 of this application)**, and I agree (on behalf of the organisation or persons named above) to comply with the **Terms and Conditions of Use of this facility**.

Signed: _____ Date: _____

OFFICE USE ONLY Council Authorisation and Checklist					
Section 1					
Hire Fee:	Bond:	Not-for-profit Community Group?	Yes	No	
Hire Purpose:	Public / Community Event?				Private Event?
COVID Safe Plan Considered?	Yes	No			
Amplified Noise / Music?	Yes	No	Site Nuisance Management Plan?	Yes	No
Public Liability Insurance Policy received?				Yes	No
Approval to hire facility?				Yes	No
By (name):	Date:		Signature:		
Section 2					
Bond received?	Yes	No	Receipt Number:		
Full payment received?	Yes	No	Receipt Number:		
Pre-hire inspection completed?	Yes	No	Condition?	Poor	Fair
By (name):	Date:		Good	Excellent	
Emergency & Evacuation Induction completed?	Yes	No			
By (name):	Date:				
Post-hire inspection completed?	Yes	No	Condition?	Poor	Fair
By (name):	Date:		Good	Excellent	
Bond refunded?	Yes	No	Amount (\$):		
Keys returned to Library?	Yes	No	Date:		
Notes:					

Terms and Conditions of Hire – Kapunda Soldiers Memorial Hall

1. Hirers must complete and submit a COVID Safe Plan as required by South Australia Government <https://www.covid-19.sa.gov.au/recovery/create-a-covid-safe-plan>
2. If a hirer/organisation is undertaking more than one type of activity they will need a separate plan for each type (eg. fitness class, performance)
3. Hirers are responsible for ensuring they have hand sanitiser and appropriate cleaning products.
4. High touch surfaces (door handles, toilets) to be cleaned before, during and after each hire session (in accordance with COVID Safe Plan).
5. First Aid Kits: Each hirer must bring their own first aid kit, place it in the designated location and are responsible for having their own first aid personnel.
6. At the end of the hire period (or each partial day session for regular users) the Hirer is responsible for cleaning the facility to ensure that it is left in the same condition as the facility was in when inspected prior to the period of hire. This includes emptying the rubbish bins, sweeping, washing and putting away any dishes used. Toilets will also need to be cleaned to the same condition.
7. All hire fees (including bond – if applicable) to be paid in full no less than 14 working days prior to date of facility hire. Light Regional Council has the right to refuse any Hall hire application.
8. The bond (if applicable) will be refunded upon suitable inspection of the building following the booking. Light Regional Council reserves the right to deduct cleaning costs from the bond, should the facility be left in a less than acceptable condition.
9. Hirer to collect and return keys during working hours at Kapunda Library (Cnr Main & Hill Street Kapunda). Keys must be returned by 1pm the day after the event (or as alternatively arranged).
10. An Event Application form (including Emergency Management Plan and risk assessment) must be completed prior to the hire of the hall unless otherwise stated.
11. All outside doors and windows must be securely locked after each hire. The hirer may be held responsible for any theft or damage caused by unauthorised persons gaining access to the property because the Hall was not made secure at the conclusion of the hire.
12. SMOKING IS PROHIBITED in any area of the Kapunda Soldiers Memorial Hall.
13. No animals are permitted in the facility, with special exemption for registered guide dogs and registered companion dogs with their owners.
14. Hirer is required to provide own tea towels, cooking utensils, and carving knives. If cutlery and crockery is required please notify Light Regional Council at time of booking venue.
15. NO portable cooking apparatus is to be used within the Hall or kitchen. Groups conducting catering at the facility require a Food Business Registration.
16. The Fire Detection Systems shall not be isolated.
17. The Hirer is responsible for the safety of the public, including in the event of a fire during the hire period. At all times exit doors must remain unlocked and clear, and aisles and passageways to be kept clear.
18. Under NO circumstances are food and drinks to be set up or sold in the foyer area of the Hall.
19. Alcohol is not to be served in the Hall without an appropriate Liquor Licence being obtained for any event or activity. For more information contact the Office of Consumer and Business Services on 131 882 or website <http://www.cbs.sa.gov.au/liquor-and-gambling-licenses/apply-for-a-new-liquor-or-gaming-licence/>
20. The Hirer shall ensure that no amplified noise is emitted or made that would cause nuisance to any member of the public. Hirer must ensure that activities do not cause a nuisance as per

the Local Nuisance and Litter Control Act, 2016. Please submit a Site Nuisance Management Plan to Council's General Inspectors to request an exemption for amplified music or noise at your event. (refer to Factsheet 19 on Council's website for guidance <http://www.lga.sa.gov.au/nuisanceandlitter>)

21. If amplified music will be played and/or performed live during hire of the Hall, the hirer is responsible to obtain the appropriate licence prior to date of hire from APRA (Australian Performing Right Association). Phone APRA SA office 8331 5800 or 1300 852 388 Email licence@apra.com.au Information about licencing can be found on the APRA website <https://www.apraamcos.com.au/music-licences/select-a-licence>
22. Setting out and packing up of chairs and tables is to be done by the Hirer. Chairs and tables to be returned to their original position by the hirer. An additional fee may be charged if this is not done.
23. NO decorations or other items are permitted to be attached to any walls or other fittings without prior approval.
24. Please do not drag chairs, trestle tables or other items across the wooden floors. If damage occurs to the floors during your hire period the bond will be forfeited and any additional costs incurred for repair will be the responsibility of the hirer.
25. DO NOT move the piano or additional costs will be incurred for re-tuning of the instrument.
26. Removal of any equipment from the facility will incur a charge to the hirer being that cost to replace said item.
27. Any breakages of crockery, spillages on carpets or damage to Hall facilities or appliances MUST be reported on completion of hire to Light Regional Council staff.
28. The Hall has rubbish bins (wheelie bins) provided on the western side of the building and they should be put out on the curb at the end of the function. Should these bins become full once the hall has been cleaned after a function, it is the hirer's responsibility to remove any excess rubbish.
29. All lights and electrical appliances must be switched off before vacating Hall.
30. Light Regional Council accepts NO responsibility in any way for any property or equipment of the hirer or any other persons attending any event or function in the hall.
31. All appliances, equipment or goods belonging to the hirer must be in good working condition and displaying current 'test and tag' clearance. Smoke machines are NOT PERMITTED within the Hall. All appliances, equipment or goods belonging to the hirer must be removed promptly from the venue. They must not be stored on site outside of the hire period without prior permission. Any items that are approved to be temporarily stored must not create work, health and safety hazards. These may also need to be removed at short notice if it will impact other hirers.
32. Any extended use of power or other facilities following completion of your event must have prior approval from Light Regional Council.
33. Any special conditions:

In the event of a maintenance issue outside of Council's opening hours, ring **0433 878 208**

In the event of an emergency contact '000'