



Application for Venue Hire

Venue/Space to be Hired	_____		
Name of responsible person(s)	_____		
Address(es) of responsible person(s)	_____		
Contact Number(s)	_____		
Type of activity to be conducted	_____		
Date and Time of Hire - Start	/	/	hh:mm
Finish	/	/	hh:mm
Booking fees (must be paid to secure booking)	\$	_____	
Bond fees (authorisation form must be completed)	\$	_____	

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

- 1) Alcohol is not to be consumed in the venue.
- 2) The venue is only to be occupied for the specified period booked, which may not extend beyond midnight. The venue must be cleaned prior to the conclusion of the booking and all rubbish removed from the premises. General cleaning products will not be supplied, however, a COVID sanitising kit has been provided for your use at the conclusion of your activity.
- 3) Persons hiring the venue should be aware there are limitations to the number of people permitted to be on the premises at any one time. The maximum number of people permitted in the venue is available from Kingborough Council and it is the hirer's responsibility to ensure the limit is observed.
- 4) Council's insurance policy only covers occasional bookings (i.e. less than one booking per month). For recurring bookings, that are not covered under this policy, Council strongly suggests obtaining your own insurance.
- 5) Should the venue be required for such events as Federal, State or Council elections, a public meeting or other essential Council function, then this booking will be cancelled. In the event that cancellation becomes necessary, Council will endeavour to give as much notice as possible, however no liability will be accepted for any loss however occasioned.
- 6) Booking cancellations are required in writing, two weeks before hire date. If notice is not given, full charges will apply.
- 7) The cleaning deposit and bond may be charged to card details provided if the venue is not satisfactorily cleaned and/or if damages occur to the facility or the key is not promptly returned. Where the agreed bond is insufficient to cover costs, the hirer will be personally liable for all additional costs.
- 8) It is the hirer's responsibility to collect the venue key from Council during business hours, and remains the responsibility of the hirer until the key is returned. Should Council be called to gain access to the venue outside business hours, a call-out fee of \$120 will be incurred.
- 9) Additional T&C's will apply if booking the Community Hub spaces, these will be outlined during an induction prior to the event.
For Community Hub bookings please call 6211 8200 to arrange an induction 1 week prior to the your booking.

AGREEMENT

I have read, understand and accept the hiring conditions imposed, charges listed and hereby apply to book the above venue for the nominated date(s) and time(s).

On collection of the key, I undertake not to pass the key on to any other person without the written permission of Council. If the key is lost, I undertake to reimburse Council for the cost involved in replacing the locks and also for replacing as many keys as necessary. I also undertake to reimburse Council for any damage caused to the venue and pay interest due on overdue accounts. I will ensure all lights and appliances connected to the Aurora power are switched off prior to leaving the building.

Signed.....Date.....

NOTE: Please allow time in your booking for set up (if required) and clean up of your activity.

AGREEMENT FOR HIRE OF COMMUNITY HALL COVID-19 requirements

The Coronavirus COVID-19 has meant that we have to take extra precautions to ensure our community halls are accessible for community use. As a Hirer of the community hall there are additional requirements you will need to do to make sure the hall is safe and ready for the next group to use.

You must agree to follow the social distancing rules and instructions listed below in line with the [Community Hall COVID-19 Safe Plan](#). Please note; this is in addition to the standard Hire Agreement.

I agree to:

Physical distancing

- Ensure posters remain displayed around the hall communicating the need to keep at least 1.5 metres distance between people.
- Ensure the maximum safe capacity is not exceeded – this is noted on the posters and refers to how many people can be in the hall at any one time. This has been calculated using the new social distancing rules and size of the community hall. Please refer to the posters at each entry point.
- Ensure if tables and chairs are being used that they comply with social distancing rules.

Handwashing and hygiene

- Provide your own hand sanitiser for your guests to use that should be located at each entry and exit point
- Request that your guests use the soap and paper towel provided.
- Ensure posters with instructions on how to correctly wash hands or use sanitiser remain displayed in the toilets and kitchen.
- Instruct your guests on other ways to limit the spread of germs, including by not touching their face, sneezing and coughing into their elbow, and staying home if feeling sick.
- Remind your guests to limit contact with others: no shaking hands, hugging or touching objects unless necessary.

Cleaning

- Ensure any areas used are cleaned and disinfected after each use with appropriate products; this includes things like door handles, bench tops, light switches, equipment, tables and chairs – see the [COVID-19 Cleaning checklist](#) for more information.
- Ensure the person cleaning the area wears gloves when cleaning, and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.
- Record on the [COVID-19 Cleaning Register](#) the date and time you last cleaned along with your name and signature.
- Bring along your own crockery or cutlery if using the kitchen area or provide users with an environmentally friendly disposable option.

Develop a COVID-19 Safe Plan

- Make sure it is consistent with current Public Health directions, as amended from time to time, a template can be provided upon request
- Any further guidance provided by the organisations peak body, if one exists
- Do not allow people to access the hall if they are feeling unwell or displaying symptoms of COVID-19
- If there is a COVID-19 incident, please ask your guest that they notify the National Coronavirus hotline (1800 020 080).
- Also notify Council as soon as possible 6211 8200
- Treat personal information about hall user's health carefully, in line with privacy laws.
- If possible, accept only cashless transactions.

Attendance register

- A register of attendees at your activity must be kept, to contact trace if a positive case of COVID-19 is found in the venue.

The Hirer:

Name: _____

Signature: _____

Hall location: _____

Date: _____

Stay Informed

- Keep up to date with [Coronavirus.tas.gov.au](https://www.coronavirus.tas.gov.au) advice on controls to prevent the spread of COVID-19, including any restrictions on normal business activities, and respond accordingly
- Download the [Coronavirus Australia app](#) for official information and advice about (COVID-19), or join the [WhatsApp channel](#) and frequently check for updates.