

# 2019-20 Shoalhaven Regional Gallery - Venue Hire Application Form

Finance, Corporate & Community Services

Address all correspondence to: Shoalhaven Regional Gallery 12 Berry Street Nowra NSW 2541  
gallery@shoalhaven.nsw.gov.au | shoalhavenregionalgallery.com.au | Phone: (02) 4429 5444

## 1. Applicant

Given name: .....

Surname: .....

Organisation (if applicable): .....

Is the Organisation:  Community  Commercial

Please note Community rates require an ACNC certification of NFP (not for profit) status.

Postal Address: .....

Suburb: ..... Postcode: .....

Phone: ..... Mobile: .....

## 2. Purpose of Hire

Specific Area requested for Hire: .....  
(i.e. room name please tick)

**Large Meeting Room**  Up to 25 capacity

**Small Meeting Room**  Up to 8 capacity

For Gallery hire or after hours events please ring  
02 4429 5444 for fees and charges.

Type of function

Date: .....

Maximum No. of people: .....

Function Times: (to include set up & pack up): .....

Date: ..... time arrival ..... /departure .....

Date: ..... time arrival ..... /departure .....

Date: ..... time arrival ..... /departure .....

Date: ..... time arrival ..... /departure .....

## Additional Function Information

Do you require out of hours access?  YES  NO

Do you require data projector  YES  NO

Do you require screen/whiteboard  YES  NO

Tax Invoice required for GST use:  YES  NO

Do you require tea/coffee @ \$3.50p/p  YES  NO

## Hire fees

<b>Level 1 Large Meeting Room</b>	<b>Category 1</b> Non-profit organisation or Arts practitioner	Per Hour Full Day (8 hrs)	\$21.00 \$147.00	<input type="checkbox"/> <input type="checkbox"/>
	<b>Category 2</b> Commercial/Business	Per Hour Full Day (8 hrs)	\$28.00 \$196.00	<input type="checkbox"/> <input type="checkbox"/>
<b>Level 1 Small Meeting Room</b>	<b>Category 1</b> Non-profit organisation or Arts practitioner	Per Hour Full Day (8 hrs)	\$18.75 \$130.00	<input type="checkbox"/> <input type="checkbox"/>
	<b>Category 2</b> Commercial/Business	Per Hour Full Day (8 hrs)	\$25.00 \$175.00	<input type="checkbox"/> <input type="checkbox"/>

## Function Contact Details:

Name: .....

Mobile: .....

Email: .....

The above person has agreed they must be on site at all times during the function, be contactable at all times by mobile phone and be responsible for liaising with all of the relevant authorities.

The above person is responsible for ensuring the safety and cleanliness of the hired space throughout the function and returning the space to how it was found.

Should information provided by the applicant be incorrect, Council reserves the right to cancel this hire application. I have read and agree to abide by all the following Terms and Conditions of Hire, applicable for hiring a Council reserve or building.

Signature: .....

Date: .....

Privacy Notification: The information requested on this form is being collected in order that your account may be debited in favour of Shoalhaven City Council. The information will be used by staff and the nominated institution for the purpose mentioned or a directly related purpose. This information is provided on a voluntary basis and you may apply to Council for access or amendment of the information at any time.

## OFFICE USE ONLY

Form Number: 894	Issue Date: 07/2019	Confirmation Sent:	INV/MICR No.
Version Number 4	Next Review date: 07/2020	Receipt No.	Permit No.



### Hire Period

Your hire period will start and end at the times set out in the permit. You will not have access to the venue before or after these times, unless expressly authorised by Council. The delivery or removal of equipment, setting up or cleaning of the venue must be completed during the hire period.

### Hire Fee

You must pay the hire fee to Council prior to issue of the Permit. The hire fee will be charged in accordance with Council's Fees and Charges.

### Bond

Council may require you to pay a bond for use of the venue. Bond and payment will be required prior to issue of the permit.

Council will inspect the venue after the function. If the venue has been left in a satisfactory condition, Council will refund the bond to you.

If the venue has been left in an untidy condition or the venue has been damaged, Council will contact you and make arrangements for cleaning or repairs to be carried out. Any costs incurred for any additional cleaning or repairs necessary to reinstate the venue to the condition it was before the time of hire will be deducted from the bond or additional charges will be incurred by the applicant.

### Cancellation by Council

Council reserves the right to cancel your booking immediately by verbal or written notice if you are in breach of any of the hire conditions or if the venue becomes unsuitable for its intended purpose.

### Cancellation by You

If you decide not to use the venue for your function, you must immediately notify Council in writing. If you cancel your booking at least 7 days prior to the booking date Council will refund any hire fee and bond paid. No refund will be issued after this time.

### Keys

You can collect and return the keys as instructed by the booking officer. Keys will not be handed over unless you produce proof of payment. You must not copy the keys.

### Liability

You must accept responsibility for any claim for damage to property or injury to persons which arises from your use and occupation of the venue.

### Insurance & Indemnity

Unless you are covered under Council's Casual Hirers' Public Liability Policy, you must obtain and maintain public liability insurance for the amount specified by the booking officer with an insurer approved by the Australia Prudential Regulation Authority, noting the interests of Shoalhaven City Council and other relevant entities. Proof of this Policy is to be provided with your application for approval prior to the commencement of the hire period. You agree to indemnify Council and those other individuals/organisations noted on the booking confirmation from and against any actions, suits, claims and demands of whatever nature and all costs, charges and expenses in respect of any accident or injury to any person or property which may arise out of the activities approved under the Permit.

### Legal Obligations

You must ensure that you comply with all legislative obligations relating to your use and occupation of the venue including (without limitation) occupational health & safety, environmental management and planning laws.

### Directions

You must comply with any direction given by an authorised officer of the Council (including Council Rangers) or a Police officer acting in the course of their duties.

### Vehicle & Crowd Control

Vehicular access to the SCAC is restricted. If consent is given, times may allow to load and unload materials. No vehicle will remain in the SCAC except if specified in the permit.

Vehicles must park in designated parking areas only. Vehicle and crowd control remain your responsibility.

### Damage

You will be responsible for any damage you cause to the venue or any fixtures, furniture or equipment at the venue, except for reasonable wear and tear. Any damage will be repaired by Council at your cost and any expenses incurred will be deducted from the bond or charged to you.

You should report any accidental damage to the venue upon return of the keys. If not reported, the damage will be deemed as wilful and may be reported to the Police.

### Cleanliness

You must leave the venue in a clean and tidy condition and return it to the condition before the time of hire. This includes returning any tables, chairs and other equipment to their original position, removing garbage and cleaning any kitchen, cutlery, crockery or glassware. If the venue is not left in a clean condition, any cleaning costs incurred will be at your cost and may be deducted from the bond.

### No Smoking

Council has a No Smoking Policy which applies to indoor venues and sportsgrounds.

### Alcohol & Alcohol Free Areas

You must not sell alcohol at the venue unless you have an appropriate licence under the Liquor Act and the Liquor Regulation. You must provide Council with a copy of any licence or approval at the time of booking application, and if requested, on demand. Some reserves have been declared alcohol free areas and no alcohol is permitted within these areas.

If you wish to sell alcohol, contact the NSW Office of Liquor, Gaming & Racing on 02 9995 0894.

### Safety

You must be aware of, and follow, the evacuation procedure for the venue and ensure that you keep any fire exits clear at all times.

You must immediately report any accident or incident at the venue to Council.

### Electrical Equipment

You must not use double adaptors at the venue and must ensure that all electrical appliances used by you are tested and carry a current tag. All electrical devices must be protected by a Residual Current Device.

### Council's Property

You must not interfere with any electrical wiring, switchboard or sound equipment at the venue. Any alteration of Council property without written approval will result in the loss of the bond.

### Offensive Noise

The noise level from the event shall not cause a noise nuisance to nearby residents. Offensive noise may be defined as any noise that may be capable of being heard inside the residence of any person. If an amplifier is to be used the speakers will be oriented away from other residences. The speakers shall be located as close as possible and mounted at a downward 45-degree angle. Only persons nominated by the function safety coordinator shall be permitted to use the PA system.

### Sub-Letting

You must not sublet the venue or assign your rights to any other organisation or person without Council's prior consent.

### Police Advice

You must advise the Police of any evening/night function (excluding small meetings) held at the venue. If it is a party or function a safe party form (available from local police stations) must be completed by you and supplied to the police and booking officer at the time of booking the venue.

### Decorations & Structures

You must not affix any decorations to the walls or floors of the venue by nails, screws, hooks, blue tack or use adhesives in any part of the venue. Any flammable material must be treated with a fire retardant solution. You must remove all decorations from the venue when vacating the venue, unless specific arrangements are made with Council.

You must not erect any structures on the reserve or sportsground without the prior written consent of Council

If you wish to erect a marquee it must be consistent with Council's Private Functions on Public Reverses Policy.

### Precedence

Certain buildings are designated polling booths for Local, State or Federal elections. Council reserves the right to cancel your booking should the building be required for this purpose.

### Charitable Activities

You must observe any requirements of the Charitable Fundraising Act.  
If you have an enquiry about these requirements, contact the Department of Gaming and Racing on 9995 0300.

### Use by Others

Your booking does not include the exclusive use of the remainder of the reserve or building. You must cause minimum inconvenience to local residents and to other persons wishing to use the reserve or building. The rights of the general public to have free and unrestricted access to a reserve or sports ground must be respected.

### Trees/Vegetation

You must not cut or lop any trees or vegetation to facilitate your function.

### Waste

It is recommended that you inspect the venue before the function to check if additional bins are required. It is your responsibility to ensure that adequate bins are supplied. Additional bins can be sourced by contacting SITA on 4423 1711. You should place all additional bins at the roadside immediately after the function, ready for emptying by the SITA Waste that you have arranged.

### Security

Council reserves the right to advise local Police and Council rangers of functions occurring on weekends. Any after hours emergency can be reported to Council on 4421 3100.

### Sale of goods

The sale of goods is prohibited except in accordance with Council's Market Policy.  
For further information, contact Council's Development Services section on 4429 3111.

### Exits

You must maintain clear access of not less than 1.1 metres wide to all exit doors.