Venue Hire Application

Queenscliff Town Hall Queenscliff Community Hall

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| Name of Hirer: |
| Address: |
| Contact number: Email: |
| Name of Organisation (if applicable): |
| Function description: |
| Date of function: Time of Function: |
| Hours required: From: To:*Please include set up and pack down* From: To: From: To: |
| Do you have Public Liability? (see notes below) Yes (please supply evidence) No |
| Date of Induction / Key collection:  | Date key to be returned: |
| Is this a ticketed event? (Please circle) Yes No  |
| Estimated number of attendees |  |
| Will you be supplying food Please circle Yes No  If Yes. [Foodtrader](https://foodtrader.vic.gov.au/) permit may be required – please contact our Environmental Health Officer for more information on 5258 1377 or visit Councils website: [queenscliffe.vic.gov.au](https://www.queenscliffe.vic.gov.au/Businesses/Starting-and-managing-a-business/Operating-a-food-business/Selling-food-out-of-a-temporary-or-mobile-food-premises) |
| Will you be supplying alcohol (Please circle) Yes No If Yes: 1. local law permit will be required you can find the Application-for-Consumption-of-Alcohol-Permit on Councils website: [queenscliffe.vic.gov.au](https://www.queenscliffe.vic.gov.au/Extras/Permits-forms-and-guidelines/Local-law-permits/Application-for-Consumption-of-Alcohol-Permit)2. You may require a temporary liquor licence, you will need to apply through the Victorian Government website <https://www.vic.gov.au/apply-temporary-limited-liquor-licence> |
| TOWN HALL ONLY - PLEASE NOTE TIMES FOR ALARM SETTING  |
| Date: | Deactivate: | Activate: |
| Date: | Deactivate: | Activate: |
| Date: | Deactivate: | Activate: |

Please note: - Public Liability

All hirers including incorporated associations are required to have their own public liability insurance (PLI). These hirers must take out and maintain PLI for the use of the premises for cover of not less than $20 million, for death or personal injury, loss or damage to property.

A current certificate of currency of the applicant’s policy stating the level of cover must be supplied with this form.

Casual community group hirers can apply to be considered covered under the Council’s casual hirer’s public liability insurance policy. In order to be eligible you must comply with the one of the following conditions for the permitted activity.

A ‘casual hirer’ is any person or entity who hires the premises for a permitted activity. A ‘permitted activity’ is either:

A one-off social activity or private event (such as a meeting); or

An activity held by a not-for-profit organisation whose primary purpose is to provide a service to the community or an underprivileged or disadvantaged sector of the community and who does not have the capacity to generate significant income through the provision of its activities or services.

Provided that the staging of any event by the casual hirer referred to in (i) or (ii) immediately above does not occur more than six times per year without your own public liability insurance.

I acknowledge having received and read the “Conditions of Hire” and undertake to comply with all aspects of such conditions.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position if an Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| Hire Fee |  $ |
| Bond |  $ 1,000.00 |
| Alarm Costs- Town Hall only |  |
| Chair set up / pack down – Town Hall only |  |
| Total Fee |  |

Payment is to be made in full 7 days prior to the Function.

Bond will be refunded to nominated bank account upon the return of the key and inspection of the Hall.

Schedule of Fees as adopted by Council 2024/2025 year.

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| Fees and Charges Type | Detail | Amount including GST |
| Per day hire – Town Hall | Social Events / Functions - Charity | $0.00 |
|  | Social Events / Functions - BoQ organisations/BoQ community groups | $210.00 |
|  | Set-up fee for events in the Town Hall | Based on actual cost |
|  | Private Events (non ticketed function) Half day | $300.00 |
|  | Private Events (non ticketed function) Full day | $500.00 |
|  | Commercial/Functions - Private events (Full day) | $825.00 |
|  | Commercial/Functions - Private events (Half day) | $515.00 |
| Per day hire – Community Hall | Social Events / Functions - Charity | $0.00 |
|  | Social Events / Functions - BoQ organisations/BoQ community groups | $100.00 |
|  | Social Events /Commercial/Functions - Private events (Full day) | $400.00 |
|  | Social Events /Commercial/Functions - Private events (Full day) | $250.00 |
| Per hour hire – Community Hall | Social Events /Commercial/Functions - Private events (per hour) | $25.00 |

Bank details to be destroyed upon processing of payment

Account Name:

BSB: Account Number: