



APPLICATION FOR HIRE OF COUNCIL FACILITIES AND PORTABLE ASSETS

This application is to be completed for each instance where the hire of a Council facility or portable asset is required.

It should be read in conjunction with West Arnhem Regional Council's *Fees and Charges* and *Waiving of Hire Fees for Council Facilities and Portable Assets Policy*.

APPLICANT DETAILS	
Business / Organisation Name:	
Name of Individual Making Application:	
Address:	
Postal Address (if different):	
Phone:	
Email Address:	
PERIOD OF HIRE REQUIRED	
Time: From:	am/pm To: am/pm
Date / Day(s) of Week:	
Is the period of hire ongoing / regular?	Yes / No
HIRE AND SECURITY BOND FEES	
Fees and charges are as per West Arnhem Regional Council's current Fees and Charges.	
Hire Fee:	\$
Lights Fee:	\$
Key Bond:	\$
Facility Bond:	\$
TOTAL Fees and Bond: \$	

A letter requesting the waiver or multiple waivers and outlining the reasons to support this must be provided with this application form.

Facility and key bonds must be paid regardless of any concessions or fee waivers that may be granted.

SECTION 1: INTENDED USAGE DETAILS FOR COUNCIL FACILITIES

Section 1 needs to be completed for the use of Council's community halls, meeting rooms, swimming pools, ovals, or any other fixed facility under the control of Council.

Address or name of facility required: _____

NOTE: If the facility is on Aboriginal Land Trust land a permit from the Northern Land Council may be required. It is the applicant's responsibility to obtain said permit, and provide a copy to Council.

Description of intended use: _____



Do you intend to sell or consume alcohol at the facility? Yes / No (refer note below)

NOTE: If the intended use of the facility includes the selling and / or consumption of alcohol, the applicant is required to obtain the appropriate authority from the NT Liquor Commission. It is the applicant's responsibility to obtain said authority, and provide a copy to Council.

Does this request involve instructional tuition of other persons or group activities of any kind?

If yes, please describe: _____

NOTE: Public Liability insurance in the name of the hirer may be required for activities conducted by incorporated bodies, sporting clubs, associations, individuals conducting group based activities, or any other group or individual at Council's discretion.

Will you require lights (Oval / Swimming Pool) Yes / No

NOTE: An additional charge for the usage of lights will apply. Please refer Council's Schedule of Fees and Charges.

SECTION 2: INTENDED USAGE DETAILS FOR COUNCIL PORTABLE ASSETS

Section 2 needs to be completed for the use of Council's portable assets including tables and chairs, AV and office equipment, lawns mowers, bbq's or any other portable asset under the control of Council.

Name and number of portable asset(s) required: _____

Description of intended use: _____

HIRERS SIGNATURE

The information provided on this application is true and correct. I have read and understand the *Terms and Conditions of the Hire of West Arnhem Regional Council Facilities.*

Applicant's signature: _____ **Date:** _____



TERMS AND CONDITIONS OF THE HIRE OF WEST ARNHEM REGIONAL COUNCIL FACILITIES AND PORTABLE ASSETS

1. The hirer shall be responsible for ensuring that the provisions of any and all West Arnhem Regional Council (WARC) By-laws are complied with at all times.
2. The keys to Council facilities are to be returned to the nearest Council office the morning directly after the end of the period of hire or at an agreed alternative time, at which time the facility will be checked, and the bond refunded as appropriate.
3. The loss of or failure to return facility keys will result in the lock/s being replaced at the expense of the hirer.
4. WARC will, at its discretion, withhold all or part of the bond monies for facilities if it is not satisfied that the following requirements have been met during the hire period:
 - a. tables, chairs, utensils, appliances and other items in the facility are clean, stacked, and returned to their rightful place;
 - b. any soiling to walls, floors, sinks, toilets, basins, and stage areas are to be cleaned;
 - c. any rubbish or litter must be removed from the facility and disposed in an appropriate manner, (including paper towelling in toilets), and all rubbish receptacles washed and left empty.
5. The hirer shall ensure that no items of furniture, crockery, or equipment are removed from the facility. In the event that any item is removed from the facility and / or is broken or damaged, the hirer will be liable for replacement and / or repair costs as determined by West Arnhem Regional Council.
6. WARC will, at its discretion, withhold all or part of the bond monies for portable assets if it is not satisfied that the portable assets has been returned in the same condition as it was when it was collected, excluding reasonable wear and tear.
7. Where the booking relates to the use of a WARC swimming pool, the hirer shall also ensure that:
 - a. A responsible person with a Bronze Medallion (or higher) life-saving qualifications shall be in attendance for the duration of the period of hire.
 - b. The hirer will be liable for and shall indemnify the Council against any injury or death to any person entering the pool area for the purpose of this Agreement, or damage to property that arises out of or in connection with the hire, and against all liability, actions, proceedings, claims or demands brought against the Council in respect of such injury, death or damage to property.
 - c. No bottles or glass containers are allowed on the premises.
 - d. The hirer shall take reasonable care of the premises and facilities provided and shall observe an acceptable standard of hygiene whilst using the facilities.
 - e. The Hirer shall not allow any dogs or other animals to enter the premises.
8. WARC may retain the bond monies of the hirer and institute proceedings to recover costs incurred in the re-instatement of any damage or loss to the facility, its fittings or contents including cleaning costs, caused during the agreed hire period.
9. When determining the booking times of WARC facilities, the hirer will allow for any time required in the setting up and packing up of equipment.
10. Should a paying hirer require the facility for the same time as a hirer who's fees have been waived, the paying hirer shall have priority for the booking, i.e. the non-paying hirer will forfeit the booking.



11. At the completion of the hirer's booking period, WARC facilities must be made immediately available for the commencement of any subsequent booking.

12. If the hire is for the purpose of conducting instructional or group based lessons or activities, for example but not limited to; dance, ballet, judo, self-defence, fitness, art and/or craft, music, theatre, the hirer shall provide to WARC evidence of current public liability insurance.

13. Hire fees of Council facilities may be waived if the hirer meets the requirements of the *Waiving of Hire Fees for Council Facilities Policy*.

14. Should there be a change to the date or time of a regular and ongoing booking, whether that change is permanent or for a single occasion, WARC must be notified and the booking changed.

15. The hirer will ensure that all electrical equipment, power outlets, appliances, air-conditioning, and lights are switched off, and that all doors are locked upon exiting the facility

16. Failure to comply with the terms of this agreement will compromise any future use of facilities.

17. WARC will not be responsible for any equipment left in or at the facility whether unintentionally or by agreement with the Council.

18. WARC reserves the right to apply further conditions on the hire of Council facilities as appropriate.



Office Use Only

1. Is the hirer required to have a permit from NLC? Yes / No

If yes, a copy of the current permit is required to be attached to this application. The permit must encompass all days of the hire requirements.

2. Is the hirer required to have public liability insurance? Yes / No

Councils Public Liability insurance will provide limited protection for users that can be defined as Casual Users; that is users who hire Council facilities for no more than a total of 10 days over a 12 month period, and that are non-commercial and not incorporated. Incorporated bodies, sporting clubs, associations of any kind and people / businesses / organisations that do not fit within the definition of a casual user must provide evidence of their own insurance.

If yes, please ensure copy of Certificate of Currency (or other form of proof) is attached to this application.

3. Has an application to waive facility hire fees been received? Yes / No

If yes, the appropriate delegate **MUST** authorise this application, below:

I support / do not support (please circle) the waiver of fees for this application.

Name: _____

Position: _____

Date: _____

Please Note: Only the CEO can authorise a waiver for Portable Assets.

- 5. **Has the Hire Fee been paid? Amount: \$ Receipt #**
- 6. **Has the Bond been paid? Amount: \$ Receipt #**
- 7. **Have keys been provided? Yes / No Date:**
- 8. **Have keys been returned? Yes / No Date:**
- 9. **Has the facility or assets been checked after use? Yes / No Date:**
- 10. **Have all bonds been refunded? Yes / No Date:**

Please ensure the booking has been added to the appropriate Outlook Calendar if required.

All forms and attachments must be saved to Magiq at Corporate Management > Permits > Facilities and Portable Assets hire