

MOIRA SHIRE COUNCIL HALLS - FACILITY HIRE APPLICATION



Name of Applicant				
Address				
Telephone		Mobile		Email
Contact Person			Position	
Is the Applicant an Incorporated Body		Yes	No	If Yes, provide name and ABN
Name of Facility				
Date(s) Required		Time(s) Required		
Purpose				

PUBLIC LIABILITY INSURANCE – Does the applicant have Public Liability Insurance? <i>All Hirers must have Public Liability Insurance. Use of Council Facilities without insurance is NOT permitted.</i>	Yes	No
If Yes, please attach a copy of your Insurance Certificate of Currency - Copy Attached? <i>Failure to provide a Certificate of Insurance Currency will prevent consideration of your request.</i>	Yes	No

CASUAL HIRE INSURANCE – Does the Hirer wish to utilise the public liability insurance through the Casual Hire Public Liability Scheme. <i>Domestic hirers without public liability insurance may utilise Casual Hire Insurance by completing this section. Please see overleaf for exclusions.</i>	Yes	No
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Charges	Amount (excl GST)	GST	Total Amount (incl GST)	Tax Invoice / Receipt No
Hire Fee	\$	\$	\$	
Bond	\$	\$	\$	

Following a post hire inspection, the bond will be refunded via EFT to the bank account as per details provided below.

Bank	Account Name	BSB	Account No.
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FESTIVALS, MARKETS, FETES AND SALES - Is your event a Festival, Market, Fete or involve the sale of goods? <i>If Yes, Casual Hirers Insurance excludes these activities and you will need your own insurance.</i>	Yes	No
SPORTING ACTIVITY - Is your event a Sporting Activity? <i>If Yes, Casual Hirers Insurance excludes Sporting Activities and you will need your own insurance.</i>	Yes	No
RAFFLES - Are Raffle tickets for Sale? <i>If Yes, a separate Raffle Permit is required - Please request a Raffle Application Form from Council.</i>	Yes	No
FENCING & TEMPORARY BUILDINGS - Is temporary fencing, a marquee or temporary bathroom/toilet facilities to be erected? <i>If Yes, an Occupancy Permit may be required - Please request a Building Permit Application from Council.</i>	Yes	No
ROAD CLOSURE - Do you require any Road Closures? <i>If Yes, a Road Closure Application is required to be submitted to Council at least 30 days before the event.</i>	Yes	No
CONSUMPTION OF ALCOHOL - Is consumption of Alcohol involved? If Yes, a temporary limited liquor licence (please attach a copy) is required when - (1) Liquor is to be sold at a function; (2) Guests pay a cover charge and alcohol is provided; (3) a Club (Incorporated Association) is the Seasonal User of a Council owned facility and a non club function is held at the facility and alcohol is either sold or provided. If you have not obtained a Liquor Licence but you are required to, alcohol is not permitted on the premises.	Yes	No
FOOD/CATERING - Is food being served? If Yes, Food Act Registration must be obtained from Council when - a fee is being charged for food provided, either by per plate or included in a cover charge.	Yes	No
FIRE WORKS - Are fireworks planned? N.B. Fireworks can only be activated by a licensed pyrotechnician who is required to obtain permission from WorkSafe Victoria.	Yes	No
AMUSEMENTS - Are any Amusements involved? This includes but is not limited to children's rides, animal rides, miniature trains, inflatable recreational equipment eg jumping castles. <i>If Yes, you must ensure that the operator is insured and that the equipment is in a sound condition.</i>	Yes	No

EXECUTION - In making this Application, I acknowledge that I have read and understand the information contained in this Application, that I have the authority to agree, on behalf of the applicant, to be bound by the conditions contained overleaf and certify that the information provided is true and correct.

Full Name _____ Address _____
 Organisation _____ Signature _____ Date _____

INSURANCE

Public Liability Insurance must be carried by all Hirers - Use of Council facilities without insurance is not permitted.

Companies and all other incorporated bodies, including incorporated not - for - profit sporting clubs and community groups, must have their own insurance to cover their activities.

DOMESTIC HIRERS without public liability insurance may utilise Casual Hire Insurance through the Casual Hire Public Liability Scheme.

If you are unsure of your organisations status, please contact Council for assistance in regard to insurance requirements.

DOMESTIC HIRERS are advised that there are numerous exclusions to the insurance coverage provided by the Casual Hirers Insurance Policy.

THE FOLLOWING ACTIVITIES ARE EXCLUDED FROM COVERAGE UNDER THE CASUAL HIRERS INSURANCE - You may still access the Casual Hirers Insurance but you will not have insurance for any claim relating to any of the excluded activities.

- Festivals and Markets
- Sporting Activities
- Grandstands
- Sub Contractors
- Child Molestation
- Acts of Terrorism
- Amusements (including but not limited to children's rides, animal rides, miniature trains, inflatable recreational equipment eg jumping castles)
- Fireworks
- Music Concerts
- Entertainers and performers
- Security Personnel
- Products Liability for children's toys
- Electronic data
- Events where an admission fee is charged

Completion of this application DOES NOT guarantee insurance coverage. Coverage is determined by the insurance company in the event of a claim, COUNCIL DOES NOT GUARANTEE INSURANCE COVERAGE.

CONDITIONS – As per Execution

1. All indoor areas of Council buildings are smoke free.
2. The facility will be left in a clean and tidy condition at the conclusion of the event.
3. I/We will be liable for the cost of rectifying any damage that may occur during the course of the event/function. If damage to the building, fittings or furniture takes place, the Committee's assessment of the damage shall be taken as final without the right of appeal.
4. I/We will remove all waste generated by the event/function from the site and dispose of the waste responsibly.
5. In the event of an insurance claim, I/We will indemnify Council against all losses, claims and costs, including any claim excess amounts paid by Council.
6. I have completed the Application Forms for all of the required permits and understand that failure to obtain a required Permit may void any insurance policy covering the event and may result in this Application being rejected or modified.