



KING ISLAND COUNCIL

HIRE OF COUNCIL FACILITIES

Event Details

Facility **Please circle*

Council Chambers	Town Hall	Supper Room	Kitchen	Racecourse	Football Pavilion	Other
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**Please note access to the stage is via the designated wooden handrail stairs at the front of the stage
(If selected "other" please specify _____)*

Description of Use

Event: _____

Description of use: _____

Date of Hire: _____ Number Attending: _____

Set up date: _____ Time start – finish: _____

Pack down date: _____ Time start – finish: _____

Additional Requirements **Please circle*

Smart Screen
**Chambers only*

Projector/ Screen
**Town Hall + Supper Room*

Tea + Coffee
Facilities
**Chambers only*

Other

If selected "other" please specify _____

**Please note basic Tea + Coffee provide if requested. Hirer to provide milk.*

**It is the hirers responsibility to check cords required for connection to council's smart screen. Any adaptors, extension cords, power pacts, etc are the responsibility of the hirer.*

Type of Use **Please circle*

Casual

Fixed-term

Brief Description: _____ Brief Description: _____

Additional Permits Required **Please circle*

Liquor Licence

Food Licence

If other please specify _____

**Please provide licence prior to event/s*





Hirer Details

Hirer Contact Details

Name of Organisation: _____

Name of Contact: _____

Address: _____ Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

Best method of contact:

**Please circle*

Phone

Email

Post

Hirer's Alternative Contact Details

**Please leave blank if details are the same as above.*

Name of organisation: _____

Name of Contact: _____

Address: _____ Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

Best method of contact:

**Please circle*

Phone

Email

Post





Public Liability Insurance

***Public Liability Insurance is required for ALL hirers**

Useful link: <https://www.localcommunityinsurance.com.au/>

Hirer MUST attach a current copy of their Certificate of Currency to this form.

Insurer's name: _____ Amount Insured: _____

Reference number: _____

Community liability cover is available for hirers who do not have their own Public Liability Insurance provided a specific criterion is met.

	No	Yes
Indemnity is only provided to the hirer of the facility for the duration of the hire. Other participants/performers and contractors involved in the hire are not covered and therefore will need to provide Council with a copy of their certificate of currency.		
Our policy does not cover the following if:		
More than 1,000 people will be attending the hire.		
The duration of the hire exceeds five (5) consecutive days.		
The hire is part of a festival/event.		
The intention of the hire is monetary gain		





CONDITIONS OF USE

1. Charges will be made in accordance with the KIC Fees and Charges Schedule.
2. **A refundable Cleaning Bond is payable by all Hirers (including those who have been granted a charge exemption), which is forfeited should Council be required to undertake the cleaning.**
3. All fittings and equipment are to be left as found and the facility is to be left clean and tidy before exiting.
4. Garbage removal and cleaning is the responsibility of the Hirer and must be done prior to keys being returned.
5. All keys must be returned to Council within 2 working days after the event.
6. Bookings are not valid until Form is completed and returned. Any amendments for the booking are to be made in writing.
7. Smoking is not allowed in any Council hall or building.
8. Emergency Exits must remain clear at all times.
9. Animals are not permitted in any Council hall or grounds with the exception of registered assistant animals. Please notify Council if this term applies.
10. The Hirer is responsible for maintaining good order of the premises.
11. If in the event the Town Hall is mopped, ensure mentholated spirits is the only chemical used.
12. **All equipment brought in by the Hirer is the Hirer's responsibility and must be removed at the end of the agreed hire period.**
13. **Council takes no responsibility for the property of any Hirer whilst at the facility, nor for any property left on the premises.**
14. **The Hirer is responsible for returning any furniture moved to its original position.**
15. All vehicles admitted to the property are to be driven and parked so that no damage is caused to buildings or grounds.
16. Any motor vehicles driven, or parked in the confines of the facility grounds are entirely at the owner's risk and no responsibility is accepted by Council for any theft or damage.
17. The Hirer shall not write on, decorate, placard, cut, damage, use any type of wall tac, or pierce with nails, screws or any other contrivances the floor, wall or any part of the facility without prior permission from the Council.
18. The Hirer shall be responsible for all damage caused to the facility during the period of hire and will be required to pay the costs of all repairs.
19. Any damage should be reported to the Customer Service Team during office hours as soon as possible.
20. Access to the stage is via the designated wooden handrail stairs at the front of the stage

I agree to the Terms and Conditions when hiring Council Facilities

Date: _____

Signed: _____

Office Use Only

Booking Received by: _____ Date: / / Email Phone In-person

Confirmation Completed by: _____ Date: / / Email Phone In-person





Fees and Charges

Bond Refund Account Details

Reimbursement of bond will be made following the hired facility has met all cleaning requirements as shown on pages 7, 8 & 9.

Name: _____

Account Name: _____

BSB: _____

Account Number: _____

Signature: _____

Date: _____

**Note: Any personal information submitted to the King Island Council will be dealt with according the Local Government Act (1993), the Personal Information Protection Act 2004.*

Payment (Office use only)

Payment Method (EFT, CHQ, CASH, INVOICE): _____

Bond Fee: _____

Hire Fee: _____

Amount Due: _____

Receipt Number: _____

Payment Received by: _____

Date: _____

Details for Accounts (Office use only)

Bond Paid: _____

Receipt Number: _____

Amount to return: _____

Date: _____

Payment requested by: _____





Pre-Event Check List

Hirer:

Date of Hire:

Hire form filled in correctly

Fees and bond paid

Key(s) assigned

Room Orientation Identify:

- Toilets
- Light & heater switches
- Emergency exits, emergency plan
- Fire extinguisher/hose
- First Aid kit
- Rubbish Bins

If using Kitchen run through appliances needed for event

- Dishwasher
- Glass washer
- Deep Fryers
- Hot water
- Microwave
- Oven top burners & grill
- Gas Bottle

Instructions for Audiovisual Equipment & Data Projector provided

KI Council

Name:

Date:

Signature:

Hirer

Name:

Date:

Signature:





CLEANING CHECK LIST FOR USE OF COUNCIL FACILITIES

Form to be completed and returned to Council Reception upon completion of Hire period, along with the access key(s)

King Island Council has the right to refuse return of bond monies if the checklist is not completed

Foyer

- Toilets
 - Cleaned, tidy & hygienic
- Entrance
 - Clean & tidy, door & windows locked
- All rubbish bagged & removed
- Lights turned off

Hall & Stage

- All decorations/displays to be taken down and removed
- Floors swept & mopped (using methylated spirits only)
- Dressing room cleaned
- Toilets tidy & clean
- Lighting Box tidy
- Furniture
 - No defects or damage (please advise if there is)
- Returned to stored position
- Trestle tables wiped down & returned to their trolley
- Chairs stacked neatly to the back of the room
- All rubbish bagged and removed
- Lights & heaters turned off





CLEANING CHECK LIST FOR USE OF COUNCIL FACILITIES

Form to be completed and returned to Council Reception upon completion of Hire period, along with the access key(s)

King Island Council has the right to refuse return of bond monies if the checklist is not completed

Kitchen

- All Fridges, emptied, wiped clean & turned off
- Crockery/utensils cleaned and put away
- Deep fryer emptied & thoroughly cleaned
- Hot plates, Oven and Grill cleaned
- Dishwasher emptied & cleaned
- All electrical appliances turned off
- Bar area cleaned down & all glasses put away
- Sink & bench tops cleaned & wiped down
- Zip hot water tap turned off & urns emptied if used
- Gas bottle turned off
- All rubbish bagged & removed
- Floors swept & mopped
- Lights are turned off

Supper Room

- Doors and windows locked
- Floors swept & mopped
- All rubbish bagged and removed
- Lights & heaters turned off





CLEANING CHECK LIST FOR USE OF COUNCIL FACILITIES

Form to be completed and returned to Council Reception upon completion of Hire period, along with the access key(s).

King Island Council has the right to refuse return of bond monies if the checklist is not completed

Chambers

- Furniture returned to original positions
- Ensure the electronic Screens are switched off
- (Instructions are in the cupboard located near the Australian flags)
- Ensure all used crockery is returned neatly to the trolley ready for cleaning & urn is switched off at power point
- Ensure all 3 wall heaters have been turned off at both the switch on the heater and at the power point
- Ensure the split system air-conditioning is switched off
- Ensure the lights are turned off. (The light switch is located within the bookshelf near the Council office door)
- Ensure Chambers and Foyer Doors are locked





Post-Event Check List

Hirer:

Date of Hire:

- | | |
|---|--------------------------|
| Ensure cleaning checklist(s) was completed to expectations,
if not request the hirer to come back to be re-cleaned | <input type="checkbox"/> |
| If cleaned to standard, bond is to be refunded | <input type="checkbox"/> |
| Key(s) returned | <input type="checkbox"/> |
| Identify any maintenance issues or damage/breakages that we need
to be notified about? | Yes / No |
| Did hirer switch gas bottles over? | Yes / No |
| Were there any accidents or injuries we should be notified about? | Yes / No |

KI Council

Name:

Date:

Signature:

Hirer

Name:

Date:

Signature:

