

THE BAROSSA COUNCIL



FACILITY HIRE FORM – To be submitted at least 2 weeks prior to event

Form Name:	Facility Hire Form	Document Number:	TBCFO2250	
Form Owner:	Manager Administration Services			
Responsible:	Customer Service	Entry TRIM Reference:	B2250	15 / 20620

1. Usage

This form is to be used for private, not-for-profit individuals or organisations only.

2. Event Name

Office Use only

Event Title		Booking Number	
Venue Name			
Event Description Provide detail of usage of venue and estimated number of people attending			

3. Event Details

Event date		Start time		Finish Time	
Set Up / Pack Down days		Start time		Finish Time	
Will alcohol be provided at the event?	For sale	Y <input type="checkbox"/> N <input type="checkbox"/>	If Yes, enclose provider, public liability insurance and liquor licence details.		
	BYO	Y <input type="checkbox"/> N <input type="checkbox"/>			
Will food be provided at the event?	Catered	Y <input type="checkbox"/> N <input type="checkbox"/>	If Yes, enclose provider, food business number, public liability insurance and liquor licence details.		
	BYO	Y <input type="checkbox"/> N <input type="checkbox"/>			

4. Event Organiser Details

Contact Person for Event				
Organisation (if applicable)				
Public Liability Insurance (if event on behalf of organisation)	Policy Number		Expiry Date	
Address				
Phone / Mobile		Email		

5. Guidance Notes and Constraints

Public Liability Insurance	For private use, non-profit functions at Council facilities, The Barossa Council provides Public Liability Insurance to the Event Organiser. If your event involved participants or providers, the Event Application Form must be completed. Please contact Customer Service on 8563 8444 for assistance.
Marquees and Structures	The pegging of any marquee or structure is prohibited due to the existence of underground services at many facilities. Please discuss your requirements with Council.
Liquor Licencing	Where alcohol is to be sold, supplied or consumed, you may be required to obtain a Limited Liquor Licence under the Liquor Licensing Act 1997. Refer to Consumer and Business Services (CBS) www.cbs.sa.gov.au or phone 131 882.
Food Business Notification	Food providers are required to register with local Councils and are issued with a Food Business Notification Number (FBN). If the business is registered at another local Council, they will be required to complete a Temporary Food Business-Premises Small Application Form.doc

6. Special Conditions

Council officers will determine if any special conditions are required and note here:

- The pegging of any marquee or structure is prohibited due to the existence of underground services at many facilities. Please discuss your requirements with Council.
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7. The approval of this event is subject to the following conditions

1. The premises shall be kept in a clean and tidy condition at all times to a standard satisfactory to Council. Should the premises not be returned to a clean and tidy state, the hirer will be called back to complete. Should this not occur, additional cleaning costs will be charged accordingly.
2. The Event Organiser is liable for damage, vandalism, alterations and loss to the facility which is caused or contributed to by the participants or guests of the event. Should loss of condition or items or damage to the facility occur, the Event Organiser will be notified to either:
 - a) make good the loss or damage,
 - b) be responsible for the cost of Council making good the loss or damage or;
 - c) be responsible for the payment of Council's insurance excess if the loss or damage results in an insurance claim.
3. Noise level shall be controlled and excessive noise prohibited. All music played must be kept to a level that avoids disruption to nearby residential areas.
4. No smoking is allowed in any Council building or within 10 metres of any open door or windows.
5. When leaving the facility please ensure that you secure the building doors, windows, etc.
6. The Event Organiser must report to Council all hazards, incidents involving a person or property damage as soon as possible by phoning 8563 8444.

8. Keys

Collection of keys

From the Principal Office at 43-51 Tanunda Road, Nuriootpa, during office hours (Monday – Friday, 9:00am – 5:00pm) or the venue Booking Officer. Arrangements for collection at other locations such as Council branches or depots can be negotiated. See Venue Fact Sheet for more details.

Return of keys

To the Principal Office at 43-51 Tanunda Road, Nuriootpa, during office hours (Monday – Friday, 9:00am – 5:00pm), or deposited in the After Hours box at the Nuriootpa Library, 43-51 Tanunda Road, Nuriootpa, or as arranged with the venue Booking Officer.

9. Payment Options

Cash or Credit Card payment at any Council branch office

From the Principal Office at 43-51 Tanunda Road, Nuriootpa, during office hours (Monday – Friday, 9:00am – 5:00pm).

Electronic Funds Transfer on invoice

BSB: 085-005

Account: 393831998

Reference: Booking {Booking Number on Page 1}

Account Name: The Barossa Council

10. Event Organiser Declaration

I acknowledge that I have read and understand the permit conditions and agree to abide by the said conditions.

Name Signature Date

11. Council Approval

Name Signature Date

Hire Fee		Receipt Number	
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