

VENUE HIRE APPLICATION FORM

city of
Victor Harbor



Civic Centre 1 Bay Road, Victor Harbor

TERMS AND CONDITIONS OF HIRE

Please read these conditions carefully:

These Terms and Conditions of Hire are developed to ensure that the Civic Centre meeting rooms of the City of Victor Harbor (Council) are accessible to the local community members, agencies and businesses who provide services and activities for our community. All meeting rooms are located on the ground floor with disability access and only available during office hours unless negotiated with the Chief Executive Officer or his/her delegate.

All Council activities take priority and the City of Victor Harbor reserves the right to terminate the agreement for any reason.

Enquiries and Bookings:

All enquiries are to be made with the Corporate Administration Officer either by telephone on (08) 8551 0575, appointment or via email to localgov@victor.sa.gov.au. A completed and signed Venue Hire Application form must be submitted for all booking requests.

Payment of Hire Charges:

All fees for the hire can be found in Council's schedule of [Fees and Charges](#) which may be found on Council's website. Requests for fee reductions should address the eligibility criteria as set out in Council's Donations Policy.

A Security Bond is required to be paid pursuant to Council's schedule of Fees and Charges. The Bond may be varied or waived by the Chief Executive Officer or his/her delegate based on an assessment of the potential risk of the activity to be undertaken in the Civic Centre. This will be refunded at the end of the month by Council's finance department if not required to cover excess cleaning or repair costs.

Public and Products Liability Insurance

It is a condition that all hirers must hold a current Public and Products Liability Insurance policy in the name of the Hirer for a minimum of \$20,000,000 limit of indemnity insuring the hirer against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought, made or claimed against the Council in relation to the said booked period time. The Hirer shall provide confirmation to the satisfaction of the Council of such Public Liability Insurance cover prior to the commencement of the said hire period.

The hirer agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages or charges and expenses whatsoever which may be brought or made or claimed against any of them, arising out of, or in relation to the related hire.

Cancellations:

Cancellations of bookings must be given not less than 48 hours prior to bookings; otherwise any monies paid will be forfeited. Council reserves the right to refuse an application for a booking or cancel a booking if it is deemed that the activity being undertaken does not adhere to the permitted activities.

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Cooperation:

The hirer agrees to completely cooperate with Council, contractors and relevant staff at all times during the hire period and to comply with all reasonable requests and directions issued by said persons.

Damages:

Hirers are responsible for any liability arising from the use of the facility, including loss or damage to equipment, fixtures, and fittings including external areas of the facility that can be attributed to the use by the said hirers.

Cleaning:

At the completion of the hire period, facilities and approaches shall be left in a tidy state and all areas to be cleaned to the satisfaction of the Council. Failure to do so may result in additional fees being charged for cleaning. Any breakages or faults are to be reported to Council as soon as practical. The hirer shall ensure that all electrical items and lighting are switched off when leaving the facility.

Public Conveniences:

Public conveniences are located off the Reception Foyer and are accessible from all publicly accessed rooms and spaces.

Security:

The Civic Centre is managed by a comprehensive multi-zoned security system. The integrity of the security system is maintained by having limited personnel with authority to activate and de-activate the system, and swipe card entry to each secured zone with varying operational hours for individual Council personnel. To maintain the integrity of the security system and to minimise Council's exposure to the payment of staff overtime this policy discourages external use of the facilities outside the usual office hours of 9am to 5pm, Monday – Friday unless negotiated with the Chief Executive Officer or his/her delegate.

All community use of the Civic Centre Complex requires at least two (2) security zones to be de-activated. Incorrect activation or de-activation of the security system may result in the Security Monitoring firm being "called out" and incurs Council a "call out" fee. Additionally, an authorised Council staff member will be required to attend the "call out". The fees incurred by Council will then be referred to the hirer.

Alcohol and other drugs:

Alcoholic beverages are not to be served without the relevant liquor license having been obtained prior to the date of hire. No illegal substances are allowed on site.

Smoking:

Smoking is not permitted within the confines of any building under the care, control and management of the Council or within 10 metres of any external door, window or air conditioning unit, and any discarded butts should be disposed of appropriately.

Decorations:

The hirer may not affix any decorations of any kind to the walls or ceiling in the Civic Centre Building.

Kitchen

Kitchen facilities are available to hirers of the Council Chambers and the Encounter Room, however Council does not provide any consumables e.g. tea, coffee, milk, cleaning products, etc. The kitchen is a shared facility; therefore if the kitchen is required in conjunction with a booking, please advise

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at the time of the booking. The kitchen is a “serving kitchen” rather than a “catering kitchen”. Equipment includes a commercial display fridge and electric oven. The kitchen must be left in a clean and tidy state after use. All dishes must be washed either by hand or placed in the dishwasher.

The Café located within the Council reception foyer occupies space privately leased from the Council. Visitors shall take direction from the Lessee while in the immediate vicinity of the Café. The Café does not form part of the facilities which council may use or hire out. Any enquiries must be directed to the Café management.

Information Communication Technology

Various equipment is available for use. IT assistance is generally not available to external users other than providing some initial instruction. If specific assistance is required an additional fee will be charged subject to availability

Responsibility of Patrons:

Council is not responsible for setting up and/or dismantling tables and chairs in meeting rooms, however use of the Chamber will require staff involvement. Equipment including tables and chairs must not be re-located without the express permission of the Council at the time of booking. If the setup is changed, it must be returned to its original state prior to vacating the room.

The hirer at all times shall at all times be responsible for the behaviour and safety of all persons attending the activity during the hire period, and shall ensure that all persons attending conduct themselves in an orderly manner at all times. The hirer shall ensure that all persons engaged in offensive or disruptive behaviour will be removed by the hirer from the premises at the request of Council and its staff.

Fire regulations

Per building code of Australia (D1.6) the maximum number of patrons in Encounter Room is 25 persons either seated or standing. A 1200mm clear total area must be maintained in front and at sides of all exit doors to comply with fire regulations. Users must familiarise themselves with building exit plans which are strategically located throughout the building.

Any open flames including candles are not permitted in any buildings. The Civic Centre is fitted with smoke detection equipment. If the hirer accidentally or intentionally activates the fire safety equipment a call-out fee will be charged to the hirer.

*****Emergency Procedure *****

- There will need to be a delegated person/s to take responsibility for evacuation of all persons in the event of any emergency.
- Awareness of action if any alarm occurs. Location of assembly area and safe exit routes. Maps are located next to each entrance.
- Calmly take control of the situation, use a loud, clear voice to direct all persons in your group to leave the building via the nearest safe exit to the assembly area (the main car park).

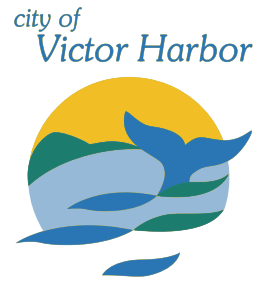
MEETING ROOMS FOR HIRE

1. Council Chambers

The Council Chambers is primarily used to hold:

- Ordinary Council meetings
- Council Committee meetings
- Special Council Meetings (can be called with 4 hours' notice)
- Council workshops, briefings and training

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- Civic social functions
- Civic ceremonies and events
- Staff meetings and training
- Regional conferences
- Government Department and Agency workshops, briefings and training
- Small conferences

As the formal meeting venue of the City of Victor Harbor, all Council activities in the Chamber take priority and an external booking may be cancelled at short notice to facilitate urgent Council use.

The Chamber can be set up in various configurations and has a maximum capacity of around 140 people sitting in theatre style. Equipment includes tables and chairs, computer, projection facilities including retractable screen, audio system, hearing loop and lectern.

If IT equipment is required this should be requested at the time of booking. A staff member will provide an overview of the use of the IT equipment to ensure correct operation. The set-up or dismantling of the Chamber requires technical expertise therefore a staff member must oversee these processes.

In order to protect Council's asset, reduce maintenance costs, limit inconvenience to Council activities, lessen productivity impacts on staffing resources and to minimise exposure to lifting injuries, it is desirable that the dismantling of the Chamber occur as infrequently as possible. Use of other meeting spaces should be encouraged in the first instance should alternatives be suitable to the user's needs.

This room can be used in conjunction with the adjoining kitchen, subject to the kitchen not being required for use with an activity in the Encounter Room.

2 Encounter Room

The Encounter Room accommodates up to 12 people in a meeting setting or may be used for small social functions.

Facilities are available for projection including a computer and large wall mounted screens, however IT support will generally not be available. A mobile whiteboard can be provided and the room is fitted with a teleconferencing facility.

This room can be used in conjunction with the adjoining kitchen, subject to the kitchen not being required for use with an activity in the Council Chamber.

3 Ground Floor Conference Room

The Ground Floor Conference Room can accommodate small meetings for up to eight (8) people. The room has table and chairs, and a wall mounted whiteboard.

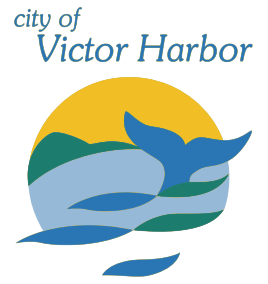
4 Reception Foyer

The Reception Foyer is available for specific displays (e.g. artworks, public consultation material, and community information) and small social gatherings. It has a comfortable capacity for up to 150 people. No specific equipment is available for this area.

5 Interview Room 2

The Interview Room caters for up to five (5) people. The room has a table and chairs, and can be serviced with a mobile whiteboard.

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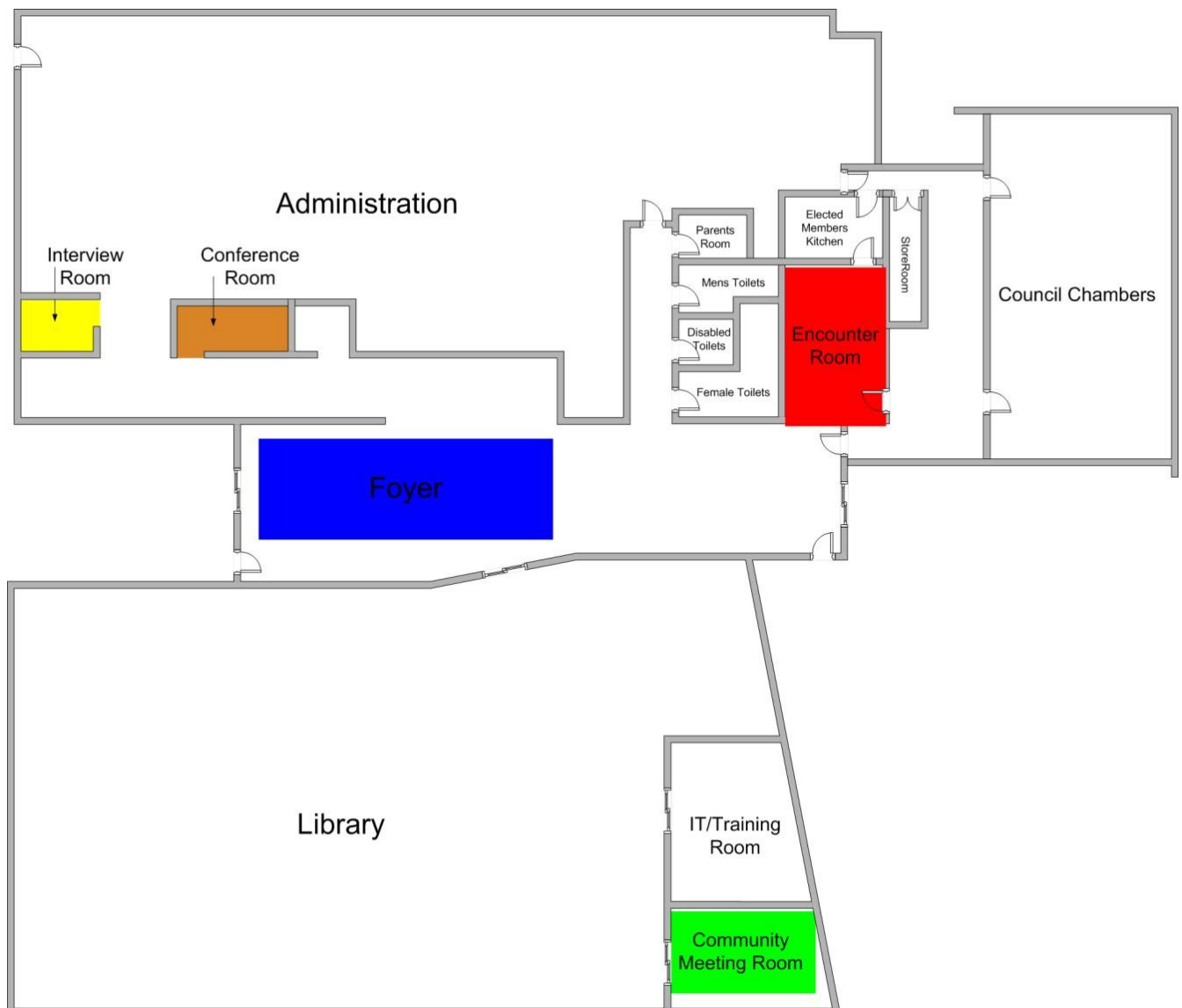
6 Information Technology Room

The Library Information Technology Room is ideal for IT training purposes for small groups. Equipment includes bench space, chairs and computers for up to five (5) people.

Bookings for the Library Information Technology Room can be made through the Department of Corporate and Customer Service, however priority is allocated for Council training purposes.

7 Library Community Meeting Room

The Library Community Meeting Room is available for small groups of up to 12 people and has basic internal kitchen facilities. Equipment includes tables, chairs and mobile whiteboard.



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APPLICATION FORM TO BE COMPLETED BY THE HIRER

Name of Hirer: _____

Organisation: _____

Mailing Address: _____

Contact Number: _____

Email: _____

Public and Products Liability Insurance Policy: Attached

Event Details

Day: _____ Date: _____

Function Start time: _____ Function Finish Time: _____

Time of Arrival*: _____ Time of Departure*: _____

Type of Function: _____ No. of People Attending _____

**to include set-up and clean-up times.*

Fee (Hourly): _____ (Weekly): _____ (Minimum): _____

Office use only

Council hereby grants Authorisation to the Applicant subject to the conditions contained within the hire application form.

Room:

Name of Hirer:

Organisation:

Date and time of Function:

Type of Function:

All Documents Received: Completed Application Form Liability Insurance

Total fee payable (*invoice to follow*):

Approved by the Chief Executive Officer / Delegate

Signature: _____

Date: _____