

P.O. BOX 11, VICTOR HARBOR S.A.
 5211
 tel (08) 8551 0500
 fax (08) 8551 0501
 email localgov@victor.sa.gov.au
www.victor.sa.gov.au

OLD SCHOOL BUILDING COMMUNITY CENTRE

APPLICATION & AGREEMENT FOR HIRE

1. Organisation
2. Address for correspondence
3. Contact person
4. Contact phone number (home) (work)
5. Details of use
 - (a) On between am/pm and am/pm
 (date)
 - (b) Regularly on
 (days, day or month etc)
6. Estimated number of attendees

I agree, on behalf of the organisation named above, to abide by the conditions of the use of the facility, as printed. I do / do not require Council Public Liability Insurance.

SIGNATURE DATE

Position in organisation

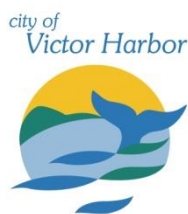
FEES AS AT 01.07.2019 TO 30.06.2020

The hire charge will be:

- Regular users \$14.00 per session
- Casual users \$20.00 per session
- Insurance Cover (if required) \$10.00 per session

TOTAL PAID \$..... DATE

1. Above charges relate to non profit community groups..
2. A "session" is a morning, afternoon, or an evening.



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OLD SCHOOL BUILDING COMMUNITY CENTRE

The Old School Building Community Centre is centrally located in Victor Harbor (in the Woolworth's Car park next to KFC). It is operated by the City of Victor Harbor as an affordable venue for community groups to hold meetings. The building is wheelchair accessible and has a wheelchair accessible toilet. It is available to community groups for regular and occasional hire.

BOOKING PROCEDURE

All bookings must be made through the Victor Harbor Council Office. Telephone bookings will be accepted, however, unless a completed application form is returned within seven days, the booking will not be considered firm.

All fees payable in advance, unless special arrangements have been made with the Council.

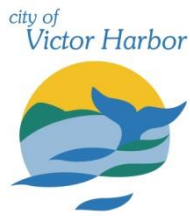
Keys can be obtained from the Council Office on the last working day prior to the required day of hire, and must be returned by 12 noon the next working day.

PUBLIC LIABILITY INSURANCE

All hirers of the facility must have a current Public Liability Insurance for the period of the hire. If hirers do not have cover through their own insurers, the hirers may effect such and insurance cover through Council by completing the relevant section on the Application for hire form.

CONDITIONS OF HIRE

1. All hirers shall be responsible for setting tables, chairs etc, in the manner required for their use.
2. All chairs etc must be replaced as found.
3. The Building and surrounds to be left in a neat and tidy condition with all rubbish, to be disposed of in the rubbish bin provided.
4. No Smoking in the building.
5. All electrical lights and appliances must be switched off on vacating the Hall.
6. The hirer is responsible for any liability arising from the use of the facility, including loss or damage to fixtures and fitting.
7. The hirer is responsible for security of the building and equipment, and the behaviour of the public attending their functions.
8. All hiring is at the discretion of Council and the Centre Management Committee, and fees and conditions of hire are subject to change from time to time as deemed necessary.



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OLD SCHOOL BUILDING COMMUNITY CENTRE

BOARD ROOM

Small meetings up to 12 people

MAIN SPACE (ROOM)

Meetings – up to 30 - 40 people

FACILITIES

Flat screen TV in main meeting room
for digital presentations
Black board and white board
Reverse cycle air conditioning in main
meeting room and Board Room

KITCHEN

Urn and kettle
Mugs

Toilets including toilet accessible for
people with a disability