



Venue Hire Application

(Lameroo Memorial Hall, Pinnaroo Institute and Parilla Memorial Hall)

Terms and Conditions

Insurance and indemnity

1. Council may, at its discretion, cover the hire under its own public liability insurance policy for casual hirers, where in Council's opinion the event is of a low risk nature. This does not cover sporting associations or registered bodies (i.e. associations or bodies that are a legal entity). The hirer shall effect and maintain at their cost, a **public liability insurance** policy to a minimum of **twenty million dollars (\$20,000,000)** per claim or such higher amount as Council may determine appropriate from time to time. Proof of currency shall be submitted to Council with the hiring request.
2. The applicant 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, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of this approval.

Liquor and other licensing

3. The sale of alcohol, without a liquor license, is prohibited on Council property. Limited Liquor Licence applications can be obtained from Consumer and Business Services at:
<http://www.cbs.sa.gov.au/licensing-and-registration/liquor/>
Applications must be approved by the Liquor Licensing Commission in conjunction with Council, with a copy of the approval submitted to Council.

Decorations

4. Nails, screws or any other fastenings (such as adhesive tape or reusable adhesive) must not be used on walls, ceilings, floors, furniture or fittings.
5. The hanging of streamers, flags, bunting or other decorations and/or the erection of any other structures must be approved by Council prior to the event.
6. Confetti, rice, glitter and similar throw-away materials are not permitted inside the building or near entrances. Gas filled balloons used inside the building must be anchored and not released at any time.
7. No polish, floor speed or other material is to be used on the venue floor without the prior written approval of Council, which reserves the right to refuse such a request.

Safety and security

8. The applicant will accept full responsibility for the safety of all persons associated with the function, including organisers, participants, guests, children and vulnerable people and non-associated persons who pass through the area during the permit period. Applicants are required to comply with principles of providing a "Child Safe Environment: Principles of good practice" by taking a preventative, proactive and participatory stance on child protection issues. In the instances of children being involved in a performance this includes only allowing cast and crew backstage not parents / guardians. Failure to do so may result in the applicant being excluded from future hiring of Council facilities. Information on creating a child safe environment is available at <https://www.education.sa.gov.au/child-protection/child-safe-environments/about-child-safe-environments>
9. The applicant will be responsible for the payment of fees to emergency services for call-outs as a result of the applicant's guests or visitors setting off an alarm accidentally or negligently.
10. The applicant and guests must promptly comply with any directions given by Council officers.
11. Smoking is not permitted in any area of the building or within 4 metres of all entrances.
12. Where amplified sound is required for an event, the applicant must ensure compliance with the Environment Protection (Noise) Policy.

13. Where applicable, the hirer is responsible for advising the Police of the event and making all arrangements in regard to traffic and crowd control.
14. Where amplified sound is required for an event, the hirer shall ensure compliance with the current Noise Control Act. Noise from the facility shall not be audible within any habitable room between the hours of 12.00 midnight and 8.00am.
15. The applicant must ensure that all doors and windows are securely fastened, and all lights and heating is extinguished when leaving the Hall at the conclusion of the activity.
16. Events involving the preparation and sale of food must ensure they adhere to food safety standards. For further information visit www.foodstandards.gov.au
17. The applicant must ensure that any glass breakages or spillage of food or drink is cleaned up immediately.

General condition

18. All applications for bookings must be made on this form and a contact person nominated. Applications need to be submitted **seven (7) working days prior** to the events scheduled date. Applications submitted within less than seven (7) days notice may be unsuccessful.
19. Hiring of any part of the building is on the understanding that other parts of the building may be simultaneously hired by other groups.
20. The minimum estimated hire fee may be charged to the applicant in the event that the venue booking is cancelled not less than 7 days prior to the reserved date.
21. The application may be revoked by the Council if the applicant fails to comply with a condition of the application, or in any other circumstance considered justifiable by Council.
22. The applicant must leave the facility in a clean condition, and remove all goods, properties or materials brought in. The applicant is responsible for removing all rubbish from the facility. Council reserves the right to charge an extra fee for any extra costs incurred for cleaning and/or the collection and disposal of waste. Laundering of any linen used is the responsibility of the hirer.
23. The applicant will be responsible for the cost of making good any damage caused to the building, furniture, fittings, fixtures or equipment arising out of and in the course of the permit.
24. The application will not take effect until proof of the appropriate insurance cover in the name of the applicant has been provided to the Council, the estimated minimum hire fee has been agreed to or if requested paid in full, and the applicant has received written confirmation of the permit.
25. The application is not transferrable.
26. The use of the venue may be granted up to 36 hours prior to the time of hire for decorating purposes subject to other bookings during that period. A daily set up fee will be charged.
27. Repairing and/or replacing any damaged furniture, fixtures or fittings will be the responsibility of the permit holder. If any necessary repair or replacement is not undertaken within a reasonable time, Council may repair and/or replace and recover the costs from the permit holder.
28. This application may be revoked by Council if the hirer fails to comply with a condition of the hire and may also be revoked in any other justifiable circumstance.