



Hall Hire Permit

Permit Number

I
(Name)
For and on behalf (hereinafter called "permit holder")
(Organisation, Business, Group)
of Address
Contact Details
(Phone Number, Email Address)
Hereby make application to the District Council Of Orroroo Carrieton, PO Box 3, Orroroo SA 5431, Phone 08 8658 1260, Fax 08 8658 1434, Email council@orroroo.sa.gov.au
to hire the Orroroo Town Hall for the purpose of
.....
(Name of the Event)
Date of Event
Period of use
Alcohol will / will not be served
Permission to use polish, floor speed etc is / is not requested
You need to nominate a person to take leadership in case of an Emergency
I nominate
Address
.....
Phone

The issuing of this permit is subject to :-

- (a) The permit holder agreeing to the General Conditions of the permit as contained herein
- (b) The permit holder agreeing to all Special Conditions which the Council may determine
- (c) The permit holder paying the prescribed fee
- (d) The permit holder providing a copy of all appropriate insurances as required by either the General Conditions or Special Conditions of permit

General Conditions of Permit

- (1) Incorporated bodies or groups and individuals regularly using a facility must carry Public Liability Insurance for an amount of not less than ten million dollars (\$10,000,000) cover against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity (or such other amount as Council may specify from time to time) – see www.localcommunityinsurance.com.au

Individuals or groups hiring a facility on an ad hoc or occasional basis are covered by Council's Public Liability Insurance. (As a guide, less than 12 functions per calendar year may be classed as occasional).

All groups or organisations, or individuals, using the Council facilities on more than an occasional basis ("occasional" as determined by the Board of the Local Government Association Mutual Liability Scheme) must indemnify Council from and against all actions, claims, losses, damages etc which the Council is or may be or becomes liable for in respect of their use of the premises.

- (2) The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit eg liquor licenses.
- (3) This permit will not come into operation until a copy of the appropriate insurance (if applicable) and / or any applicable licenses have been provided to the Council and a copy of this document, signed by the Council has been returned to you.
- (4) The permit is not transferable.
- (5) The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
- (6) The permit holder shall notify the Council at the time of the application, if alcohol is to be served during the period of the permit.
- (7) No adhesive tape, bluetack or drawing pins shall be used on walls or ceilings. If suitable anchors are provided, decorations may be hung from them.
- (8) No polish, floor speed or other material is to be used on the floor without the prior written approval of the Council who shall reserve the right to refuse the same.

General Conditions of Permit Continued

- (9) The permit holder shall ensure that any breakages of glass or spillage of food or drink are cleaned up immediately. At the completion of the function, all floors must be swept,

tables, chairs and other furniture placed in their original positions and all areas cleaned to the satisfaction of Council. Failure to do so may result in cleaning fees being charged.

- (10) All litter resulting from any function must be removed from the hall and adjoining Council property before 12.00 noon the following day or as prescribed by Council.
- (11) The permit holder shall ensure that all doors and windows are securely fastened and lights extinguished when leaving the hall.
- (12) The use of the hall may be granted up to 36 hours prior to the time of hire for decorating purposes subject to other bookings during that period.
- (13) 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.
- (14) Normal hire charges may be applied if a cancellation is not received at the Council office at least five days prior to the reserved date.
- (15) This permit may be revoked by Council if the permit holder fails to comply with a condition of the permit and may be revoked in any other justifiable circumstance.
- (16) **SMOKING IS PROHIBITED** in and near entrances of Council buildings.
- (17) Confetti, rice, and similar throw-away materials are not permitted inside Council buildings or near the entrances.

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

Signed for and on behalf of the permit holder

Name		Date	
Position		Signature	

Signed by or on behalf of the Council

Name		Date	
Position		Signature	

Council Authorisation		
Insurance Yes / No	Permit Approved/Denied	Fee
Emergency Evacuation Plan Provided	<input type="checkbox"/>	