



Application for Hire of the Halls Gap Community and Tourism Hub



Grampians Tourism invites applications from commercial, community and not for profit groups for casual use of the Halls Gap Hub. This is a vibrant, spacious facility in the heart of Halls Gap, that provides a flexible mix of indoor and outdoor space.

APPLICATION FOR HIRE OF VENUE

To ensure the efficient and effective organisation of your function, please complete this application form and return to the Halls Gap Visitor Information Centre no later than one month (30) days prior.

The Venue: Halls Gap Community and Tourism Hub

Name of Organisation/Club/Group: _____

Mailing address: _____

Town/Suburb: _____ Post code: _____

Email address: _____

Contact Person 1: _____ Phone: _____

Contact Person 2: _____ Phone: _____

Details of Activity: _____

Number of people attending: _____

Activity date: _____ Time of event: _____

Date/s for hire (this should include set up and clean up times): _____

Hirer details: Community Hire Private Hire

Have you registered your event with Council? _____ Yes No

- All events must be registered with Northern Grampians Shire Council

Have you listed your public event for FREE on the Australian Tourism Data Warehouse ATDW)? _____ Yes No

By listing your event on ATDW it then appears on Visit Grampians and Visit Victoria websites, among others, and is a great way to communicate the details of your event.

Community Group Waiver of Fees

We support community groups in the organisation of activities, functions and seminars etc, through the waiving of the fees, if the organisation can meet the following criteria.

The criteria to be eligible to apply for the waiver of the base fees is as follows:

- | | | |
|--|--------------------------|--------------------------|
| The organisation is a not for profit organisation | Yes | No |
| The function can be demonstrated to provide benefit for the community | <input type="checkbox"/> | <input type="checkbox"/> |
| The function will not include the consumption of alcohol | <input type="checkbox"/> | <input type="checkbox"/> |
| If food is to be consumed, you must contact Environmental Health at NGSC | <input type="checkbox"/> | <input type="checkbox"/> |
| If alcohol is to be consumed, you must contact Local Laws | <input type="checkbox"/> | <input type="checkbox"/> |

Private Hire Fees	Full Day (Over 4 hours)	Half Day (Up to 4 hours)
Main Hall	\$150 <input type="checkbox"/>	\$75 <input type="checkbox"/>
Supper Room	\$65 <input type="checkbox"/>	\$30 <input type="checkbox"/>
Main Kitchen	\$100 <input type="checkbox"/>	\$50 <input type="checkbox"/>
Hub	\$150 <input type="checkbox"/>	\$75 <input type="checkbox"/>
Multipurpose Room	\$40 <input type="checkbox"/>	\$20 <input type="checkbox"/>
Meeting Room	\$40 <input type="checkbox"/>	\$20 <input type="checkbox"/>
If Alcohol is being consumed	\$200 <input type="checkbox"/>	\$200 <input type="checkbox"/>

Set Up & Clean Up

Please ensure that your set up and clean up times are included in your hire dates, It is the responsibility of the function organisers to set up and clean up before and after their function. Fees will apply if not done.

Insurance

I/We have provided a copy of an appropriate Insurance Policy Yes No

Booking Cancellations

Grampians Tourism must be advised of all cancellations in writing no less than 7 days prior to the function.

Non Compliance

In addition, Grampians Tourism will impose non-compliance charges for failure to comply with the conditions as set out in the Terms & Conditions of Hire.

The Conditions of Hire provide an undertaking from the hirer to pay for any damage to our facilities during the function, or non-compliance charges as stated within these conditions.

Failure to pay any charges as invoiced may result in the refusal of future use of these facilities.

NON COMPLIANCE CHARGES

Please be aware that a minimum of \$100.00 will apply for non compliance of the following and after assessment, if the damage is greater or there has been excessive use of utilities you will be invoiced accordingly;

- Failure to turn off electricity, gas heating and or cooling
- Failure to lock doors
- Damage to any property
- Extra cleaning or removal of waste

TERMS & CONDITIONS OF HIRE Mark each box with ✓

- The hire fee (if applicable) must be paid at least five days in advance. In exchange for payment, you will be allowed to use the property floor space, toilets and normal property furnishings during the period when the Hire Agreement applies.
- No chairs or other equipment are to be removed from the property without prior consent.
- The fire doors are to remain free from obstruction at all times.
- The use of hire must meet the Permitted Uses as outlined in the Management Service Deed – Halls Gap Precinct
- Casual Hire is permitted for no more than 4 consecutive weeks.
- All promotional activity of public events is the responsibility of the Hirer
 - The hirer shall not permit any offensive or illegal act, trade, business, occupation or calling at any time during the hire period to be exercised, carried on permitted or suffered at the facility and will not permit any act, matter or thing whatsoever at any time during the hire period to be done at the facility which shall or may cause annoyance, nuisance, grievance, damage or disturbance to the Grampians Tourism or occupiers or owner of adjoining or neighbouring lands or buildings.
- The hirer shall comply with relevant Local Laws in relation to the premises including Council facilities are smoke free venues, that is no smoking is to occur inside any buildings at any time.
- Grampians Tourism does not insure personal belongings, money and private property brought onto the facility.
- Any incidents arising out of the activities or actions of the hirer involving either personal injuries or property damage must be reported to the Lessee and Grampians Tourism.
- The hirer is to provide a suitable number of competent attendants and/or security to ensure the safety of people within the facility.
- Grampians Tourism and or the Lessee reserve the right to reject, refuse or veto any application without any right of compensation or other consideration.
- The facility must be kept clean and tidy and in good repair and in the condition that it was found.
- The hirer is responsible to cover and reimburse Grampians Tourism for any losses or damage incurred as a result of using the facility, including any claim made against Council/Grampians Tourism by the hirer, connected to the hirer or anyone who attends the event as a result of the hire arrangement.
- The hirer must not allow anything to be done, which might be a nuisance to, or damage the property of the Council, Grampians Tourism or the owners or occupiers of any other property in the neighbourhood, or which might adversely affect the insurance of the facility.
- When you leave the facility all rubbish must be appropriately disposed of and everything used must be cleaned and returned to its original place of storage.
- Grampians Tourism and or the Lessee may designate a particular part of the facility, which is the only part you are entitled to use throughout the term of the Hire Agreement.
- The hirer is required to have public liability insurance (copy to be provided). In the event that the hirer does not have insurance Council/Grampians Tourism may be able to provide public liability insurance for your activity through its Casual Hirers Liability Insurance. (Note exclusions – sporting activities/performers/amusement operators/fireworks).
- The Hire Agreement under no circumstances is to be considered as a lease or any other act and this Hire Agreement confers no Statutory rights of security of tenure conferred by relevant legislation.

FOOD AND LIQUOR REQUIREMENTS

Food

If food is to be consumed please contact Northern Grampians Shire Council's Environmental Health Department 5358 8700 or visit www.health.vic.gov.au/foodfundraisers for further information.

Alcohol

If alcohol is to be consumed but not sold, a Temporary Permit Application to Consume Liquor in a municipal place is required from Northern Grampians Shire Council's Local Laws Department, Local Laws 5358 8700 or visit www.ngshire.vic.gov.au for further information.

If alcohol is to be sold or included in ticket price, contact Victorian Commission for Gambling & Liquor Regulations on 1300 182 457 to find out if your booking requires a liquor licence. If required, please attach a copy of the Temporary Liquor Licence to the Application for Hire form. See www.vcgr.vic.gov.au for further information.

All functions where alcohol is to be consumed must be registered with Victoria Police/Party safe.

Online Registration is available at www.police.vic.gov.au/partysafe/

HIRE AGREEMENT

To be read and signed by the authorised Applicant/Organisation representatives.

- a) All details provided are accurate and true and I/we are authorised to act on behalf of the applicant/organisation.
- b) The function will be organised and managed as I/we have described unless advised otherwise by Grampians Tourism and/or its authorities.
- c) By signing the Application Form/Hire Agreement the applicant accepts the Conditions of Hire.
- d) I understand that the Application will require approval and confirmation will be given within 14 days of lodgement.
- e) I hereby acknowledge receipt of the Evacuation Instructions, and am fully aware and accept the conditions as set out in that document.

Acceptance of Conditions:

I hereby acknowledge receipt of the Conditions of Hire and am fully aware and accept the conditions as set out in the document for any hire of the facility. I understand that the Conditions of Hire and this application are the Agreement for hiring.

Privacy Statement: *Personal information requested on this form will only be used by Council to carry out its functions and activities and will not be disclosed without your consent except where authorised by law. You have the right to seek access and correction of your personal information.*

Applicant/Organisation: _____

Contact Name 1: _____ Contact 2: _____

Signature: _____ Signature: _____

Date: _____ Date: _____



Contact Information:

Halls Gap Visitor Information Centre.
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