

VENUE HIRE APPLICATION AND AGREEMENT



CITY HALL

2021/2022

Use this form to apply for hire of the **City Hall**. City Hall is an unstaffed venue. Venue hire is subject to availability. To check dates prior to lodging this form please call during office hours.

Please ensure all fields have been filled out correctly.

Email riddoch@mountgambier.sa.gov.au
Telephone 08 8721 2563
In person The Riddoch Arts & Cultural Centre
1 Bay Road, Mount Gambier

PART 1 - APPLICANT DETAILS

The applicant is the person lodging the form and must be 18 years old or over. All communication related to the event will be directed to the applicant and the named applicant will be responsible for access requirements of all vendors associated with the event.

Company/Organisation

Title Mr Mrs Ms Miss Other

Given name **Surname**

Postal address

City **State** **Postcode**

Mobile **Phone**

Contact email

Please provide the name and phone number of the key contact that will be present at each booking:

On-site contact name

On-site contact mobile

PART 2 - VENUE

Please tick the space/s you wish to hire (refer Part 4 for hire fees):

- City Hall only** - capacity 170 seated/200 standing **City Hall Reception Area** - capacity 80 standing
 City Hall – all facilities (Hall & Reception combined) **Add Kitchen hire** - to be used with Hall or Reception

Day 1 (day & date): //

Access time (including setup) : am pm **Event start time** : am pm **Event end time** : am pm **Departure time** (including pickup) : am pm

Day 2 (day & date): //

Access time (including setup) : am pm **Event start time** : am pm **Event end time** : am pm **Departure time** (including pickup) : am pm

Day 3 (day & date): //

Access time (including setup) : am pm **Event start time** : am pm **Event end time** : am pm **Departure time** (including pickup) : am pm

If further dates required please attach.

PART 3 - EVENT DETAILS

Name of the event

Estimated number attending

What best describes your event? (eg. conference, screening, workshop, birthday etc.)

Event entry & ticketing information:

Private - event for invited guests only **Free** - event free for the general public to attend

Ticketed - event that charges an admission fee to attend —————▶ **Entry Fee \$**

Free entry with ticketed elements

Will there be alcohol at the event? **Yes** **No**

If yes:

- A bond will be required (please refer *Part 4 - Hire Fees*)
- Where the event exceeds 50 people after 7pm and alcohol is being served or sold, the hirer needs to engage the services of a **licensed security guard** from a local provider.
- Private events where alcohol is provided but not sold, do not require a liquor licence, however all other events must obtain the relevant approvals and permits from the Office of the Liquor and Gambling Commissioner (please refer to *Part 8 - Terms & Conditions - Alcohol* for further details).

Name of liquor licence holder (if applicable)

Name of security firm (if applicable)

Will there be food at the event? **Yes** **No** (please move on to *Part 4 - Hire Fees*)

If yes, will it be **Self-catered** (please move on to *Part 4 - Hire Fees*) **Caterer hired**

Name of caterer **Mobile**

PART 4 - HIRE FEES & INVOICING

2021/2022

Hire Period	Reception Area	City Hall	All facilities	+ Kitchen
3 hours	\$138	\$185	\$285	\$50
6 hours	\$246	\$265	\$470	\$125
Full day	\$400	\$420	\$750	\$200

- Weddings will automatically attract a full day hire.
- For large events, including weddings, it is recommended that hirers consider booking additional time the day before and the day after for set up and pack up, otherwise entry will be restricted to the times booked.
- Hire fees must be paid in full before the event.
- Fees and charges increase annually on 1 July.

Other fees and charges:

IT support (including live broadcasts)
\$50 per hour

Tablecloth hire
\$7 per cloth

Cleaning (a basic cleaning fee is covered in the hire fee)
Additional cleaning charge \$50 per hour

BOND: For events using the kitchen, or functions that include alcohol, Council may require a bond of between \$500 - \$2000 which must be paid 14 days prior to the event. Any extra-ordinary cleaning and/or losses, damages or security callouts may be deducted from the bond. **If applicable, please provide account details below for refund purposes** (bond will be refunded within 28 days after the event and will be made directly into the bank account as listed below).

Account name:

BSB number: - Account number:

INVOICING: If the tax invoice is to be sent to a different email address or different organisation, please provide details:

Organisation

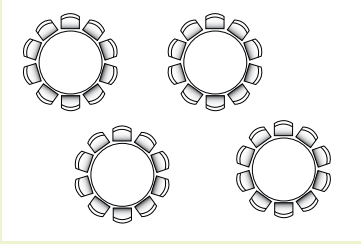
Postal Address

Contact **Phone**

Email

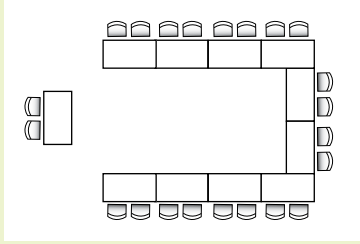
PART 5 - SET UP & RESOURCES

Please select from the set up options below (diagrams not to scale).



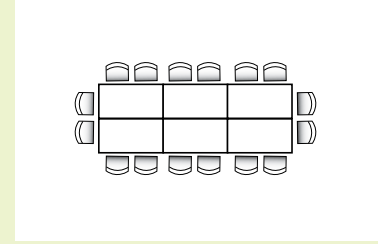
Round

- Round tables (1.83m in diameter)
16 available
Number required _____
- Seating for _____ people at each table (max 10 per table)
- Tablecloths @ \$7 each
number required _____



U-shape

- Trestle tables (1.83m x 0.76m x 0.74m)
14 available
Number required _____
- Seating for _____ people
- Tablecloths @ \$7 each
number required _____



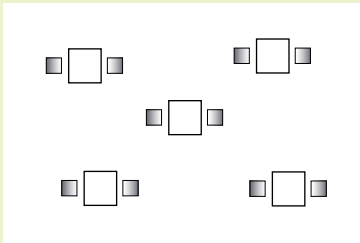
Boardroom

- Trestle tables (1.83m x 0.76m x 0.74m)
14 available
Number required _____
- Seating for _____ people
- Tablecloths @ \$7 each
number required _____



Theatre

- Chairs
170 available
number required _____



Cocktail

- Cocktail tables (0.60m x 0.60m x 1.12m)
5 available
number required _____
- Stools
10 available
number required _____

Other set up

- Please sketch details on Part 7 - Floor Plan (we require min. 1 week notice)

Attendees with accessibility needs

Please provide details:

Please select additional resources required

- | | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> Coffee cart (BYO milk) | <input type="checkbox"/> Water cart | |
| <input type="checkbox"/> Fixed data projector (Hall only) | <input type="checkbox"/> Laptop | <input type="checkbox"/> WiFi access (password will be provided prior to your event) |
| <input type="checkbox"/> Live streaming/broadcast with IT support @ \$50/hour - time required _____ | | |
| <input type="checkbox"/> Staging blocks | <input type="checkbox"/> Lectern | <input type="checkbox"/> Whiteboard |
| <input type="checkbox"/> Cordless microphones (2 available), Earpiece microphones (2 available) - number required & type required _____ | | |
| <input type="checkbox"/> Orange moveable partitions (1.2 x 2.1m - 10 available) - number required _____ | | |

PART 6 - DECLARATION

All boxes in this section must be ticked and accepted and the applicant must sign the form prior to Council processing the application.

- I certify that the information provided in the application is true and correct. I understand that if the information declared on this application is not true and correct the City of Mount Gambier may refuse my application.
- I have read and completely understand the terms and conditions of use and hire detailed in Part 8 of this document, as well as the hire fee schedule, and agree to comply. I will also ensure that all individuals, groups and contractors using the premises in association with this application shall also comply with all conditions and requirements outlined in this document.

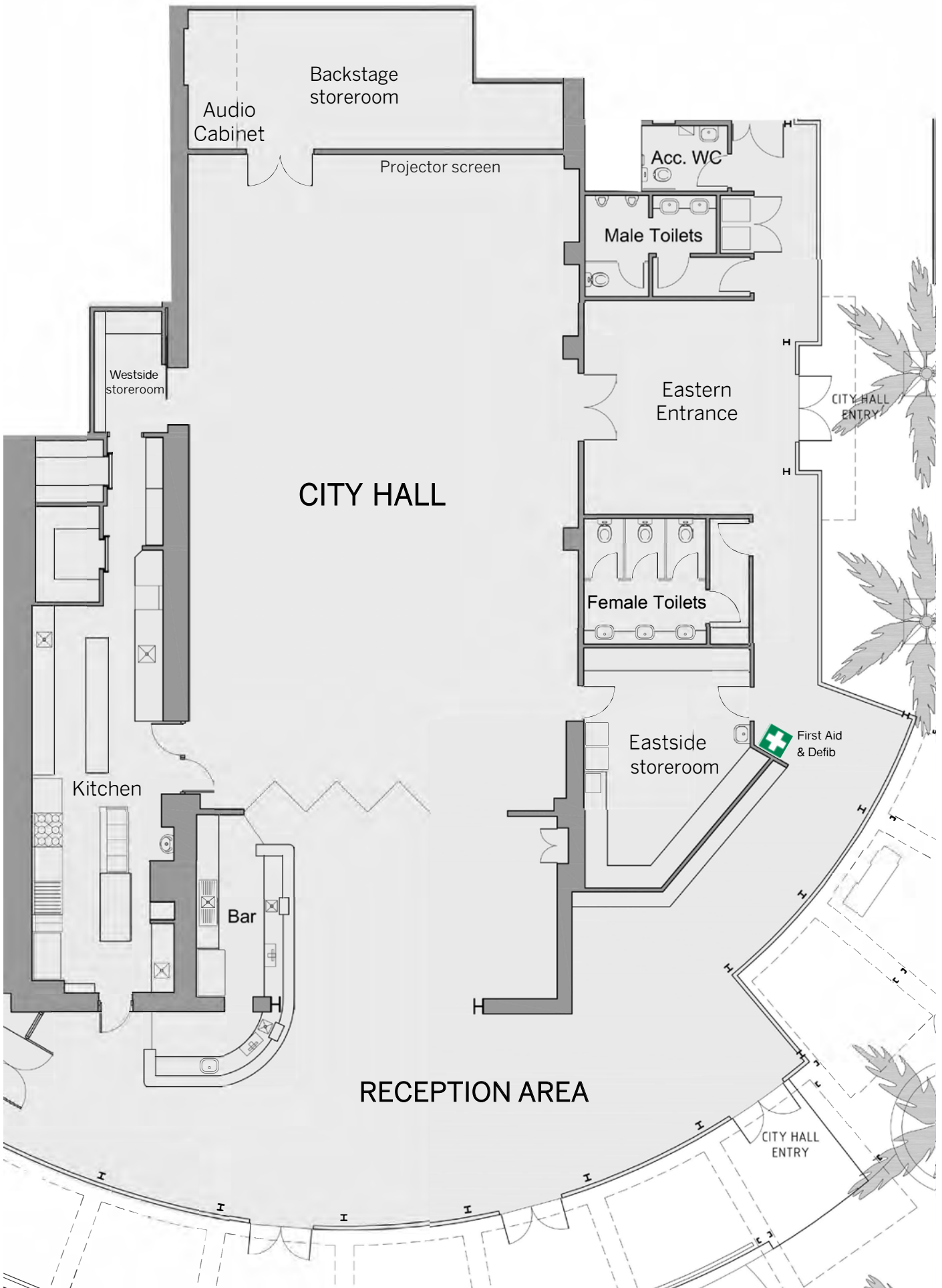
Signature or initials

Date

/ /

Print name

PART 7 - FLOOR PLAN



PART 8 - TERMS & CONDITIONS

1. Cancellations made within 7 days of the event may result in a cancellation fee of 50% of the actual hire rate. This includes bookings where hire fees have been waived.
 2. The hirer agrees to indemnify the Council and agents from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them arising out of or in relation to use of the venue.
 3. For major events/hiring and where requested by Council, the Hirer shall take out and keep current a public risk insurance policy in the name of the hirer insuring the hirer for the minimum sum of ten (10) million dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the hirer in relation to the activity.
 4. The hirer, where appropriate, shall ensure that it is licensed or registered to carry out the activity when approved by Council and shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-Law relating to the activity.
 5. The hirer must comply with all legal requirements relating to the use of the premises and/or the conduct of performances or functions.
 6. Hirer's employees and agents – all persons engaged or employed by the hirer in connection with the venue shall comply with the provisions of this agreement. The hirer agrees to accept responsibility for any failure on the part of his agents, employees, contractors, guests and invitees to observe and comply with these provisions.
4. Hirers are responsible for the access of any event set up companies hired for decoration or catering purposes.
 5. To occupy or enter the building outside of the agreed booking period may trigger venue alarms. Council reserves the right to charge the hirer for costs incurred by any security call-out plus a penalty fee.
 6. Pre-event site visits may be arranged with the customer service team by appointment.
 7. The hirer, or the hirer's representative, must be in attendance before the advertised starting time.
 8. Lost property - hirers are not to enter the venue to collect property after the hire period. Any property found in the venue will be available through the customer service team at The Riddoch Arts & Cultural Centre reception.
 9. Council shall not be held responsible for any loss of or damage to any property whatsoever belonging either to the hirer or any person attending the function or activity.

Use of the City Hall

1. The hirer is only permitted use of the exact area booked and identified on the agreement.
2. The hirer will not make an addition or alterations to the structure, facilities, goods, equipment or decoration of the venue, unless approved by the Venue Coordinator in writing. Nails, screws, tape or any fastenings must not be driven into or attached in any way to walls, ceiling, floors, furniture or fittings. Hirers must also seek Council's guidance and permission to decorate the venue with items such as flags, banners or streamers. Use of confetti, helium filled balloons, fireworks or candles is not permitted. The display of posters and signage will be permitted only on boards provided for this purpose.
3. Only licensed decorators are permitted to use the lighting grid for additional lighting and decorations.
4. If the hirer moves venue furniture and fittings they must be returned to their original storage place. For safety reasons the hirer is required to stack all furniture as per instructions displayed in the Backstage storage area.
5. The hirer is responsible for the whole area as booked and specified in the confirmation letter. The hirer is liable for any damage to the venue, its facilities and furnishings etc during booked hours. This includes the behavior of all people (invited or not) accessing the venue during the hire period.
6. Children must be supervised at all times.
7. No animals, except service dogs, are permitted on the premises.

8. The premises are only to be used for the purposes described in the application and approved in the confirmation letter.
9. Presentation standards – Council retains the right to request the hirer to remove any material that is considered by Council to be detrimental to its venue presentation standards.

Advertising

1. An event in the venue may not be advertised until the application is approved by Council and a letter of confirmation is received by the hirer.
2. No advertising of any description or kind will be permitted on any section or part of Council venue or parklands unless authorised by Council.
3. If the function is advertised it must be in accordance with the type of function stated on the application.
4. Location of the venue is as follows:-
City Hall - The Riddoch Arts & Cultural Centre (entry via Cave Garden)
Watson Terrace - Mount Gambier.

Copyright

1. Hirers are to observe the provisions of the Copyright Act and to indemnify Council and free it of any obligation with respect to this act.

Parking

1. Long term parking is available in Alexander Street, Commerce Place, Lawrence Street and James Street car park. The Library car park on Sturt Street has a 4 hour limit.
2. The hirer is not permitted to park any vehicles in the Cave Garden nor on the paved area adjacent to the venue.
3. One designated disabled car park is located adjacent to the fountain in Watson Terrace.

Catering

1. The hirer can either self-cater or hire their own caterers.
2. Hirers need to organise all of their own catering equipment. This includes chopping boards, knives, pots and pans.
3. Facilities in the kitchen include gas stove and oven, a cool room, freezer, Convothem oven, electric ovens, pie warmers and dishwasher.
4. A coffee cart may be booked by the hirer. The cart includes tea, coffee, sugar, an urn and paper cups. Hirers are to supply the milk.
5. Hirers are reminded that the arrangements for the preparation and serving of food must comply with Australian & New Zealand Food Safe Standards - refer to www.mountgambier.sa.gov.au/foodsafety

Access

1. **City Hall is not a staffed venue**, and staff will not be present unless special arrangements are made, which will attract a staffing fee. It is the hirer's responsibility to make arrangements for the safe collection and return of venue keys and fob during business hours of The Riddoch Arts & Cultural Centre - Monday to Friday 10am to 5pm, Saturday and Sunday 10am-2pm. Keys will be made available prior to the agreed booking period and must be returned at the end of the booking period, as agreed and arranged with the customer service team.
2. As per Council Policy C140 (d) Unless express permission has been granted by the Chief Executive Officer all hires are to be concluded by 12 midnight (including bar/catering services, entertainment etc). Access to the venue is strictly limited to the booked hours. The hirer will be required to pay overtime charges if the booked venue is not vacated by all patrons within the agreed booking period.
3. Hirers must ensure that the times booked for the venue are inclusive of set up and pack down requirements.

Initial

Date

/ /

PART 8 - TERMS & CONDITIONS (CONTINUED)

Alcohol

1. The hirer shall notify the Council at the time of the application if alcohol is to be served during the period of the hire. Council reserves the right to decline any application to hire if alcohol forms a substantial and noticeable feature of the event.
2. Alcohol can only be sold if the hirer obtains the relevant approvals and permits from the Office of the Liquor and Gambling Commissioner - www.olgc.sa.gov.au.
3. A copy of the Liquor License must be on site for the duration of the function.
4. Hirers must comply with the Liquor Licensing Act with regard to the service and consumption of alcohol.
5. No alcohol is to be consumed beyond the verandah of the venue.
6. The licensee may only advertise in accordance with the licensor guidelines and must not promote any alcohol or tobacco products on the premises.
7. The sale, supply and/or consumption of alcohol in Council facilities to minors is prohibited and will result in police action.
8. Private invitation-only events where alcohol is provided but not sold, do not require a liquor licence.
9. Where alcohol is being served at an event, Council requires a bond of between \$500 - \$2000 which must be paid 14 days prior to the event.
10. **Where the event exceeds 50 people after 7pm and alcohol is being served or sold, the hirer needs to engage the services of a licensed security guard from a local provider. The hirer must notify Council of the name of the local business who will provide the guard.**

Noise

1. Noise levels must not cause annoyance to occupants of neighbouring properties. Any breach of noise regulations may result in Council taking action under the Local Nuisance & Litter Control Act 2016.
2. Any request from the Venue Coordinator or nominated Council officer to reduce sound levels must be complied with immediately.

Security

1. A risk assessment may be carried out by Council to determine whether security is required for an event and will advise the hirer in writing if deemed necessary.
2. The hirer who signed for the keys and fob is responsible for the opening, closure and security of the premises. City Hall is NOT a staffed venue.
3. The hirer shall ensure that a responsible person remains after the completion of the function whilst patrons vacate the premises.
4. Hirers must refer to the end of function checklist to turn off resources, lighting and to ensure that the venue is secure on exit with all doors locked and the alarm turned on.

Safety

1. Council staff will ensure that the Hirer is familiar with emergency evacuation procedures.
2. A first aid kit and defibrillator unit is located near the East side security fob.
3. In the case of an emergency or fire, the venue must be evacuated according to the evacuation chart clearly visible on the walls of the venue.
4. All exits must be clear and open for exit or entry without hindrance at all times. Blocking a fire exit is unlawful.
5. Use of dangerous goods – the hirer will not bring or allow the use of any flame, candle, explosive, fuel, ammunition, pyrotechnic, firearm, flammable liquid or substance, smoke machine or any dangerous weapon in the venue.

Smoking

1. Smoking is strictly prohibited in the venue.

Cleaning

1. It is the hirer's responsibility to leave all hired areas in a clean and tidy condition, removing all personal property, all decorations and refuse of any kind, wiping down all benches and sinks and sweeping floors if required to return the premises to a clean condition. Cleaning products are provided in the labelled cupboard at the entry to the female toilet.
2. All waste is to be deposited in the waste and recycling bins provided. Additional garbage bags are provided.
3. For functions that will generate excessive waste or continue over multiple days additional bins may be requested.
4. A charge for basic cleaning is covered in the hire cost. If additional cleaning is deemed necessary, a fee of \$50 per hour may be charged.

Community events

Community events may apply for a contribution towards the hire of facilities. Please contact The Riddoch Arts & Cultural Centre for an event sponsorship application form. In the event of a successful application, a mandatory cleaning/utilities fee will be charged and Council's sponsorship protocol must be followed including recognition of support and evaluation processes.

Initial

Date

/ /

HOW TO LODGE THIS FORM

Please ensure all fields have been filled out. Once completed, pages 1 - 3 can be submitted by:

Email riddoch@mountgambier.sa.gov.au

Mail The Riddoch Arts & Cultural Centre - City of Mount Gambier
PO Box 56
Mount Gambier SA 5290

In person The Riddoch Arts & Cultural Centre – 1 Bay Road, Mount Gambier