

Postal: PO Box 156
Address: Longford Tas 7301
Phone: (03) 6397 7303
Fax: (03) 6397 7331



Location:
13 Smith Street
Longford Tas 7301

FACILITY HIRE AGREEMENT Longford Town Hall

Hirer: _____

Contact Person: _____ Telephone: _____

Address: _____

Hire Date: _____ Hire Times: _____ am/pm to _____ am/pm

Details of Function (please tick):

Type of function (eg wedding reception, meeting): _____

Number of people attending (estimate): _____

Will alcohol be sold / consumed? Yes No

(If selling alcohol a copy of the liquor permit issued by the Licensing Board of Tasmania must be attached)

Hire Charge: \$ _____ Insurance cost: \$ _____ Bond Required: \$ _____
(if Applicable)

Please see Fee Schedule for costs/bonds

Northern Midlands Council grants the hire of the facility subject to the conditions outlined below and in accordance with the attached conditions of hire:

1. The hirer shall take out and keep current during the period of hire, a public liability insurance policy in a form approved by the Council, insuring for a sum not less than ten (10) million dollars against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the hirer arising out of, or in relation to the hiring arrangement. **A copy of the Certificate of Currency must be attached to the signed hire agreement.**

OR

The casual hirer (i.e. "one-off" user) may access public liability insurance under Council's blanket policy for a fee in addition to the hire fee. The insured shall bear the first \$250 of each and every claim or series of claims arising out of any one occurrence.

Meeting only	\$5.00
Function where alcohol is not to be sold or consumed	\$15.00
Function where alcohol is to be sold or consumed	\$50.00
<i>(Please note if selling alcohol a copy of the liquor permit issued by the Licensing Board of Tasmania must be attached)</i>	

2. The hirer agrees to indemnify, and keep indemnified, and to hold harmless, the Council, its servants and agents, and each of them from and against all actions, costs, charges, expenses and damages whatsoever which may be brought, or made, or claimed against them, or any of them, arising out of, or in relation to the hiring engagement, unless in circumstances where Council has been negligent.
3. If the hirer commits permits or allows any breach or default in the performance and observance of any of these conditions, the Council may terminate the permission to use the premises and the hirer shall immediately vacate the premises and the security deposit shall be forfeited to the Council.
4. This Hire Agreement must be signed and returned to the management of the facility before the function/event. Failure to do so will result in access to the facility being denied to the hirer.

I hereby make application for premises set out in the above Schedule to this application for the day and the times specified above. I acknowledge having received and read a copy of the **Conditions of Hire of Council Facilities** and having read and accepted the above **insurance conditions** undertake to be bound by and comply with these Conditions in every respect. I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with the conditions.

I (please print full name) _____ of (please print address)
_____ **Longford Town Hall** facility on
____/____/____ acknowledge having read and accepted the conditions of hire.

Signed: _____

Date: ____/____/____

Please note that this form is to be returned to Council directly, failure to do so may result in your booking not being processed.

IMPORTANT INFORMATION:

1. *The following activities cannot be covered by Council's blanket public liability policy:*
 - *Sporting Events*
 - *Markets/Fairs*
 - *Contractors/Sub-Contractors*
 - *Special Events (i.e. dances, shows, festivals, etc.)*
2. *Casual hirers are advised that Council's Casual Hire Insurance does not cover persons who are working for hire or professional persons who generate an income from the event.*
3. *Insurance details*
 - Policy Number: QM2367-1109*
 - Insurance: QBE Broadform Liability*
 - Class: Casual Hirers*
 - Insurance Broker: Marsh Pty Ltd*

for a copy of the current policy document contact Council on phone no. 63977303 or email council@nmc.tas.gov.au