

PERTH COMMUNITY CENTRE

CONDITIONS OF HALL/MEETING ROOM HIRE

The Perth Community Centre Management Committee (PCCMC) grants the hire of the Hall/Meeting Rooms subject to the following conditions.

1. APPLICATION

The right to use the Hall/Meeting Room is subject to the PCCMC receiving an application on the required form signed by the proposed hirer undertaking to comply with these conditions. If the proposed hirer is a club, the application must include the personal undertaking by an office bearer of the club. Sub-letting of the facility is prohibited.

2. SECURITY BOND

A security bond as required by the PCCMC shall be paid by the hirer at the time of the booking as a guarantee of fulfilment of these conditions, and as a security against damage to the building or any fittings and furniture contained therein, and for the cleaning arranged by the PCCMC resulting from the hirer's use of the premises. The hirer shall be liable on demand by the PCCMC to pay any further amount in excess of such bond to meet the full cost of such damage or cleaning. If there is no breach of the conditions of usage or damage to the building or any fittings and furniture therein or abnormal cleaning the deposit will be returned within two weeks of the use of the premises.

3. INSURANCE

Public Liability Insurance is required for all meetings and functions in all Northern Midlands Council owned facilities. You may provide your own insurance, however you must provide the PCCMC with a certificate of currency, or you may use Council's insurance.

The fees to use Council's insurance are as follows:-

Meetings 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

Important Information:

1. The following activities cannot be covered by Council's blanket public liability policy:
Sporting Events or Markets/Fairs
Contractors/Sub-Contractors, Special Events (ie: 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 policy document of Certificate of Currency for Insurance contact the Northern Midland Council by phone – 6397 7303 or email – council@nmc.tas.gov.au

4. HIRE FEES

Hire fees shall be determined by the PCCMC on an annual basis. See website for schedule of fees.

5. CANCELLATION OF BOOKING

Any cancellation of a booking for the hire of the premises shall be made at least 24 hours prior to the date of the function otherwise half the hire fee may be forfeited to the PCCMC.

6. ALCOHOL

The hirer shall not bring into, be found in possession of, sell or consume intoxicating liquor in the facility without the necessary liquor permit and PCCMC approval. (See Service Tasmania for information and application forms.)

7. GAMBLING

No game of chance, at which either directly or indirectly, money is passed as a prize shall take place in any part of the premises, with the exception that this clause shall not prevent the hirer using the premises for games of bingo or equivalent, providing the relevant permits have been obtained. (See Service Tasmania for information and application forms.)

8. THEFT

Neither the PCCMC, Northern Midland Council nor its servants shall be liable for any loss or damage sustained by the hirer or any person, firm or corporation entrusting to or supplying any article or thing to the hirer by reason of any such article or thing being lost, damaged or stolen. The hirer hereby indemnifies the PCCMC & Council against any claim by any such person, firm or corporation in respect of such article or thing.

9. HOURS OF USE

Use of the facility later than 12.00 Midnight Sunday to Thursday inclusive and 1.00 am Saturday and Sunday is not permitted if the function involves alcohol.

Use of the facility is subject to the conditions detailed in the Place of Assembly Licence which is on display in the premises. The hirer shall comply in every respect with the regulations under the prevention of overcrowding and obstruction of gangways, passages, corridors or of any part of the building. Any person causing an offence against such regulations shall be removed from the building.

10. PARKING

Any motor vehicle driven or parked in the confines of the facility is entirely at the owners risk and no responsibility is accepted by the PCCMC and Northern Midland Council for any theft or damage. All vehicles are to be driven and parked so that no damage is caused to the facility or the detriment of the public.

11. REFUSAL TO GRANT HIRE

It shall be at the discretion of the PCCMC to refuse to grant the hire of the Hall/Meeting Room in any case and, notwithstanding that the permission to hire the premises may have been granted or these conditions may have been accepted and signed and the fees and deposit paid, the PCCMC shall have the power to cancel such permission and direct the return of the fees and deposits so paid. The hirer hereby agrees in such case to accept the same and shall be held to have consented to such cancellation and to have no claim at law or in equity for the loss or damage in consequence thereof.

12. CLEANLINESS

The hirer is responsible for leaving the premises in a clean and tidy state, and shall immediately remove all rubbish, refuse and waste matter. Any cost incurred by the PCCMC in cleaning the premises resulting from the condition in which the hirer left the premises shall be recoverable from the hirer.

The hirer shall enforce the following requirements within the facility:

- All doors are to be checked before leaving, including the fire exit doors
- No smoking in the building or within 5 metres of main entrances, exits or operable windows
- No confetti or glitter is to be used in or around the facility
- All electrical appliances are to be switched off before vacating the facility
- No furniture is to be dragged across floors
- No excessive loud noise or rowdiness is permitted
- Conduct likely to cause damage is not permitted
- No material shall be placed on the floor in Hall (ie: powder or wax)
- There shall be no interference with furniture and equipment not belonging to the hirer and not forming part of the hire agreement.

13. DAMAGES

- (a) The floors, walls, curtains or any other part of the building or any fittings or furniture shall not be broken, pierced by nails or screws or in any other way damaged. Blue Tack, sticky tape or similar must not be used on painted wall surface.
- (b) The hirer shall accept full financial responsibility for damage to PCCMC property except for normal wear and tear.

14. PERSONAL INFORMATION PROTECTION STATEMENT

The personal information requested on this form is being collected by the PCCMC for the purpose(s) of processing the application for Hall and/or Meeting Room hire and will be used for that/those primary purpose(s).

The intended recipients of the information are PCCMC officers, data service providers engaged by Council from time to time / and any other agent or contractor of Council. PCCMC or Council may disclose the information to law enforcement agencies, courts and other organisations authorised to collect it.

Failure to provide this information will result in your application not being able to be processed.

Personal information will be managed in accordance with the Personal Information Protection Act 2004 and you may make application for access or amendment to your information in writing to the PCCMC, you may be charged a fee for this service.