



Application for Hire Including Public Liability Insurance Form

Please return to Blackheath Area Neighbourhood Centre, Gardiner Cres, Blackheath, NSW 2785

T: 02 4787 7770 / F: 02 4787 7777 / E: hallhire@banc.org.au / W: banc.org.au

Organisation name:

Contact person:

Address:

Phone (bus hours): Mobile:

Email: Fax:

Name of function:

Description:

Note: Bates Hall is the small hall near the highway; Phillips Hall is the large hall with the stage. See BANC website www.banc.org.au for more details.

Areas required:

Bates Hall (small hall)

Phillips Hall (large hall)

One off event

Day: Date: Number of attendees:

Hours needed for set-up: Times:

Hours needed for function: Times:

Hours needed for pack-up: Times:

Multiple day event

Starting date: Ending date:

Day 1

Hours needed for set-up: Times:

Hours needed for function: Times:

Hours needed for pack-up: Times:

Day 2

Hours needed for set-up: Times:

Hours needed for function: Times:

Hours needed for pack-up: Times:

For additional days, please provide details of set-up, function and pack-up times

Alcohol to be served or on sale: Yes No
(if yes please refer to the Conditions of Hire and User Guide concerning permits).

Please note: The tables and chairs MUST be left as outlined in the user guide or else a fee will be deducted from the bond.

I/We acknowledge that I/we have received and read a copy of the Conditions of Hire and User Guide and I/we agree to the Conditions of Hire and User Guide. I/We accept nomination as the person/persons in charge of the hall during the hire period and confirm that I/we are 18 years of age or over. **A Public Liability Form has been completed and sent to BANC along with my/our Certificate of Currency (if required). Keys can be picked up between 9.30am and 4.30pm Monday to Friday or at other times by prior arrangement only.**

Name (please print): Signature:
Date:

Terms and Conditions of Hire (see full terms and conditions for more details)

- Uses / activities that are not permitted are:
- The drilling of holes, nails, tacks or other such materials that cause permanent damage to the building, its fixtures and fittings;
- The use of adhesive tape on the floor, walls or ceiling;
- The use of exposed / naked flames;
- Pets on the premises or surrounding grounds (unless specifically requested and permitted eg., a petting zoo may be permissible);
- Smoking on the premises;
- Outdoor signage unless permitted on an existing sign or separate approval is sought from the Council;
- Liquor unless appropriate permits / licences are provided to the Council.

The Principal Hirer is accountable and responsible for:

- Ensuring that all fire exits are kept clear at all times and fire regulations are strictly adhered to.
- Damages that occur to the facility, its grounds and / or equipment during use;
- Ensuring that stated capacity of the facility is not exceeded and that vehicular parking, entry and exit does not cause safety issues or nuisance to surrounding areas;
- Returning the premise to a clean and tidy state;
- Turning off equipment and securing the building;
- The hiring of security guards when required (1 per 50 people);
- Ensuring that electrical articles / leads that are brought onto the premises have been tested and tagged by a qualified electrician;
- Seeking and obtaining other licences / permits and approvals that may be required for the event.
- The use of portable ladders, scaffolding or elevated platforms must be used in accordance with Workcover NSW requirements including operator permits.

Note: As Principal Hirer you have responsibilities:

- a) Under the Work, Health and Safety Act to ensure safe work practices are followed. To minimise risk, ensure that any contractor or commercial operator engaged as part of the event holds a current liability / workers compensation certificates and / or appropriate licenses.

- b) Where the production and service of food forms part of the event Food Safety Standards must be met. If a commercial caterer is engaged ensure that they hold current product / public liability.

Failure to comply with these terms and conditions could cause a future request for hire to be refused and bookings already made to be cancelled. The bond may be forfeited.

Council reserves the right to cancel access to a facility for an event. In extreme circumstances this may occur with limited notice. In such instances and where possible every effort will be made to accommodate the event on an alternate day or in another (suitable) Council managed venue.

Name (please print): Signature:
Date:



Blackheath Community Centre

Public Liability Insurance Form

Hall: Bates Hall Phillips Hall Both

Name of Hirer:

Date of Function:

Purpose of Function:

- **Sporting clubs, incorporated bodies, associations, commercial/for-profit business and/or individuals or groups who charge a fee for service provided and/or an admission fee are required to provide a Certificate of Currency as evidence of separate insurance.**
- Regular hirers and casual hirers with Public Liability Insurance must supply a copy of their Certificate of Currency as part of their application to hire a council facility.
- Minimum Public Liability \$5million (NB:\$10million preferred)
- Minimum Products/Food and Drink Liability (where applicable of \$5million) (NB: \$10million preferred)
- All hirers are required to complete Part A of this form.

Part A – All Hirers to Complete

In consideration for the use of the above mentioned facility, I/We the hirer, agree to indemnify Council and Blackheath Area Neighbourhood Centre against any claims caused by negligence of the hirer in connection with the use of occupation of the premises and this indemnity shall not apply to negligence of the Council or Blackheath Area Neighbourhood Centre.

Name of responsible party:

Address of responsible party:

Address of responsible party:

Contact numbers of responsible party:

Date:

Office use only

Received on behalf of Council and BANC

Name:

Signature:

Date:

This form together with copies of Certificates of Currency are to be retained for a minimum of three years.

Please send completed form to:

BANC

Gardiner Crescent

BLACKHEATH NSW 2785

T: 02 4787 7770 / F: 024787 7777 / E: hallhire@banc.org.au / W: www.banc.org.au