

### Application for Kettering Hall Hire

<b>Name of responsible person(s)</b>	_____
<b>Address</b>	_____ _____ _____
<b>Contact Number</b>	_____
<b>Type of Function</b>	_____
<b>Date of Hire</b>	_____
<b>Time of hire</b>	<b>Start:</b> _____ <b>Finish:</b> _____
<b>Is alcohol to be consumed, served or sold?</b>	<b>Yes No</b>
<b>Do you have Public Liability insurance?</b>	_____

PLEASE READ THE FOLLOWING INFORMATION FROM KINGBOROUGH COUNCIL

1. If alcohol is to be served in the hall, constant supervision of the function by an adult with Responsible Service of Alcohol (RSA) training is mandatory. If alcohol is to be **sold** in the hall, a Police or Licensing Board Permit is obligatory.
2. The hall is only to be occupied for the specified period booked, which may not extend beyond midnight. The hall must be cleaned prior to the conclusion of the booking and all rubbish removed from the premises. Cleaning products will not be supplied.
3. It is a condition, and the hall hirer's responsibility to ensure, that all liquor is kept within the confines of the hall.
4. Persons hiring the hall should be aware there are limitations to the number of people permitted to be on the premises at any one time. The maximum number of people permitted in the hall by Kingbrough Council is 180.
5. Council's insurance does not cover persons hiring the hall (i.e. their actions or omissions, hirers equipment, materials or goods, or the actions of guests or customers). Persons that are required to pay a functions bond must obtain adequate separate insurance cover. For all other hirers insurance is strongly suggested.
6. Should the hall be required for such events as Federal, State or Council elections, a public meeting or other essential Council function, then this booking will be cancelled. In the event that cancellation becomes necessary, Kingborough Council will endeavour to give Kettering Hall Committee as much notice as possible, however no liability will be accepted for any loss however occasioned.

7. Booking cancellations are required. If notice is not given, full charges will apply.
8. The cleaning deposit and bond will not be refunded if the hall is not satisfactorily cleaned and/or if damages occur to the facility or the key is not promptly returned. Where the agreed bond is insufficient to cover costs, the hirer will be personally liable for all additional costs.
9. It is the hirer's responsibility to collect the hall key during business hours, and remains the responsibility of the hirer until the key is returned. If it is an evening function, the key **MUST BE RETURNED** by the start of business the following morning.
10. Hiring fee, cleaning and/or damages bond must be paid prior to event taking place either in cash, by cheque or direct debit.  
BSB: 037 015  
Ac No: 211547
11. For enquiries call (03) 6267 4852

**AGREEMENT**

I have **read, understand and accept** the hiring conditions imposed, charges listed and hereby apply to book the above hall for the nominated date(s) and time(s).

Signed \_\_\_\_\_

Date \_\_\_\_\_