



Hirer Booking Agreement

This page to be completed by Office staff only

<input checked="" type="checkbox"/>	Building	<input checked="" type="checkbox"/>	Building
	Greenham Park Hall		Theatre Royal
	Council Chambers		Senior Citizens Kiosk

	Private User		Other User
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Purpose _____

The Hirer is obliged to read and agree to the Hire Terms and Conditions (on the obverse) before any keys will be issued to the hirer.

It is the Hirer's responsibility to contact the Police to complete the confirmation on the booking form.

Name _____

Organisation (if applicable) _____

Address _____

Contact Phone No _____ **Date / Time required** _____

Comments _____

Hire Cost	\$	Income code
Refundable Deposit	\$	Income code
TOTAL	\$	Receipt No

Key Collection Date _____ **Time** _____

Key No/Details: _____

Signed (Council officer) _____ **(Hirer)** _____

Key Returned by _____ **Date** _____

Key Returned to _____

- Serving of liquor in all Council venues is subject to Council and Police approval (see over page)
 - Smoking is PROHIBITED in all Council venues
 - No furnishings or other property is to be removed without prior approval from Council
 - All lights are to be switched off and building securely locked upon departure
- **All keys are to be returned to Council and signed back in unless prior arrangements have been made and consent granted by Council.**

Hire Terms & Conditions

Balranald Shire Council hereby grants a temporary booking agreement to the person(s) specified on the front of this agreement (hereinafter referred to as the "hirer") subject to the following terms and conditions:

- Serving of liquor in all Council venues is subject to Council and Police approval (see below)
 - Smoking is PROHIBITED in all Council venues
 - No furnishings or other property is to be removed without prior approval from Council
 - All lights are to be turned off and building securely locked upon departure.
1. **The hirer is to notify Police at least one (1) week prior, of the venue, time of the event, approximate numbers attending, and if alcohol is being served or consumed. Confirmation of this notification is to be received by Council before keys will be supplied.**
 2. Where the hirer is other than a private person, a copy of the **certificate of currency for public liability insurance** is required to be attached to this form.
 3. The hirer is personally responsible for the safe keeping of the key(s), and will not give, lend or transfer the key(s) from his/her possession without the approval of the General Manager, Balranald Shire Council.
 4. That the hirer shall not interfere with any other person authorised by the Balranald Shire Council to use the reserve or any part thereof.
 5. That the hirer will not use the reserve except for the purpose(s) authorised by this Booking Agreement.
 6. The hirer shall keep the said hired area and buildings clean and tidy. The hirer is responsible for any costs incurred by Council for repair and maintenance, resulting from any damage occasioned by the hirer's use of the hired area. Hirers need to be aware that damage may exceed the security deposit; hence responsibility to cover this cost falls on the hirer.
 7. The hirer shall indemnify and keep indemnified the Trust and the Minister administering the Crown Lands Acts against all actions, suits, claims, debts, obligations and other liabilities that may arise from the activities of the Hirer during the currency of the Booking Agreement.
 8. Balranald Shire Council has '*Casual Hirers Insurance*' for any claims and demands arising from death or bodily injury or damage to property arising out of the hirer's use of the hired area. This insurance only applies to private hirers. Any organisation or club must provide their own cover. The hirer shall maintain all other insurances as may be required by the Workers' Compensation Act or any other Act or Acts of Parliament in regard to the conduct of activities of the hirer on the hired area. Copy of such coverage must be provided to Balranald Shire Council before the event.
 9. Balranald Shire Council reserves the right to remove from or refuse entry to the hired area any person regardless of any arrangements or contract with the hirer.
 10. This Booking Agreement is subject to the provisions of the Crown Lands Act 1989, including section 108 and 109 of that Act.
 11. The hirer shall not sublet, assign or otherwise deal with the hired area.

I agree to the terms and conditions of hiring a Council managed facility

Signed (Hirer) _____ Date _____

**CONFIRMATION OF POLICE NOTIFICATION AND HIRE DETAILS
TO BE COMPLETED BY POLICE PRIOR TO EVENT**

Venue Hired _____ Date of Hire _____

Time of hire - from _____ am/pm to _____ am/pm

Alcohol YES / NO (please circle) Approx. numbers attending _____

Police confirmation (signature) _____ Date _____

(Police stamp / badge no. or identification)