

# Mathers house booking application

## When to use this form

Use this form to request a booking in:

- upper Mathers house
- lower Mathers house
- Criterion house

For the current fees and charges for hire please refer to our [website](#). All bookings are subject to application, approval and availability.

To confirm availability before completing this form contact us at [mathersplace@hobartcity.com.au](mailto:mathersplace@hobartcity.com.au) or telephone 6234 1441.

## Applicant details

I would like to apply as: (Select 1 option) Required

- an individual
- an organisation or company

Complete this field if you selected 'an individual' in *Applicant details: I would like to apply as:*

**First name** Required

Complete this field if you selected 'an individual' in *Applicant details: I would like to apply as:*

**Last name** Required

Complete this field if you selected 'an organisation or company' in *Applicant details: I would like to apply as:*

**Organisation or company name** Required

Complete this field if you selected 'an organisation or company' in *Applicant details: I would like to apply as:*

**Are you a not-for-profit community organisation? (Select 1 option)** Required

yes

no

Complete this field if you selected 'an organisation or company' in *Applicant details: I would like to apply as:*

**Contact person first name** Required

Complete this field if you selected 'an organisation or company' in *Applicant details: I would like to apply as:*

**Contact person last name** Required

The information in the field below applies if you selected 'an organisation or company' in *Applicant details: I would like to apply as:*

If you are representing an organisation or business you will need to provide proof of your public liability insurance cover and Certificate of Currency.

Complete this field if you selected 'an organisation or company' in *Applicant details: I would like to apply as:*



Please attach all files to the end of this form before submitting it.

**Email address** Required

**Telephone number** Required

The information in the field below applies if you selected 'an individual' in *Applicant details: I would like to apply as:*

### **Address**

The information in the field below applies if you selected 'an organisation or company' in *Applicant details: I would like to apply as:*

### **Address (organisation or company)**

**Unit/street number** Required

**Street name** Required

**Suburb** Required

**State/Territory (Select 1 option)** Required

- Tasmania
- Victoria
- New South Wales
- South Australia
- Queensland
- Northern Territory
- ACT
- WA

**Postcode** Required

**Is this your postal address? (Select 1 option)** Required

- yes
- no

Complete this field if you selected 'no' in *Applicant details: Is this your postal address?*

**Postal address** Required

### Bank details

A bond payment is required for all bookings.

Please provide your bank details below for reimbursement (as per clause 2 of the Conditions of hire).

**Account name** Required

**BSB** Required

**Account number** Required

---

## Booking details

**Which venue would you like to book? (Select 1 option)** Required

- Upper Mathers house
- Lower Mathers house
- Criterion house

**Do you require use of the kitchen? (Select 1 or more options)** Required

- yes
- no

**Please provide a full description of your event** Required

---

---

**What is the approximate number of people attending at any one time?** Required

**Booking start date** Required

(submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**Finish date (if more than 1 day)**

(submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**Day(s) of event** Required

**Start time** Required

(please include time needed for set up)

**Finish time** Required

(please include time needed for pack down)

**Will alcohol be sold? (Select 1 option)** Required

- yes
- no

The information in the field below applies if you selected 'yes' in *Booking details: Will alcohol be sold?*

If you want to sell alcohol you will need to apply to the [Liquor and Gaming Board of Tasmania](#). As part of your application to the Liquor and Gaming Board of Tasmania you will need to provide evidence of your venue booking. This will be sent to you once we have approved your booking application.

**Will alcohol be served or consumed? (Select 1 option)** Required

yes

no

Complete this field if you selected 'yes' in *Booking details: Will alcohol be served or consumed?*

**Please provide details of how you will ensure responsible serving of alcohol.** Required

## COVID-19 Safe Plan

Before any booking can take place a [COVID-19 Safe plan checklist](#) needs to be completed and returned. This can be done by either printing out, completing and then uploading to the field below or bringing into Mathers House before the date of the booking.

**Attach COVID-19 Safe plan checklist**



Please attach all files to the end of this form before submitting it.

---

## Conditions of hire

The following information is provided in the interests of potential hirers of Mathers House and/or Criterion House. The Hobart City Council grants the hire of Mathers House or Criterion House subject to the following conditions:

### 1. APPLICATION

Hirers shall complete an application for hire on the required form. Refer Clause 20 for applicants under 18 years of age.

### 2. SECURITY BOND

The hirer shall pay a security bond (refer to our [website](#) for bond amounts) to the Centre Coordinator at least one (1) week in advance. The security bond will be refunded provided that all conditions of hire are met. The bond will be security against damage to the building and any contents or any additional cleaning that may be required as a result of the hire. The hirer shall be liable to pay any further amount in excess of the bond to meet the full cost of any damage or cleaning.

### 3. HIRE FEES

All hire fees and bonds must be paid on or within 30 days from date the booking is made but no later than 7 days before the booking start date, whichever comes first.

### 4. MINIMUM BOOKING TIME

The minimum booking time for the hire of the Facility is one (1) hour for casual hire.

### 5. CANCELLATION OF BOOKING

The hirer may cancel a booking in writing by giving seven (7) days notice prior to the date of hire otherwise a cancellation fee equivalent to 25% of the hire fee shall apply. Any cancellation within 24 hours prior to the date of hire shall result in a cancellation fee equivalent to 50% of the hire fee.

## **6. REFUSAL TO GRANT HIRE**

It shall be at the discretion of the Centre Coordinator to refuse to grant the hire of any part of the Facility. This includes where permission has previously been granted and deposit and fees paid. In such circumstances, all monies shall be refunded.

The hirer hereby agrees in such case to accept the same and shall be held to have consented to such cancellation and have no claim at law or in equity for any loss or damage in consequence thereof.

## **7. INSURANCE**

Council has a casual hirer's public liability insurance policy. The policy will protect hirers (casual or regular) who do not have the capacity to take out their own public liability insurance cover. However, if your organisation does have public liability insurance cover, Council's policy does not apply and Council requires you to produce a copy of your policy, which should be to a minimum level of \$5 million prior to hiring the facility. If you have any queries on how the insurance operates, contact the Council's Legal Service Officer prior to hiring.

## **8. ACTS AND REGULATIONS**

The hirer shall comply with all relevant Acts and Regulations, including Public Health Act, Local Government Act and Hobart City Council By-Laws, and shall be liable for any breaches.

## **9. OCCUPANCY**

The hirer shall only occupy the area within the Facility as agreed. All other areas within the Facility are out of bounds to the hirer and their guests / members / course participants. The hirer shall be liable for any breach and/or damages.

## **10. ASSIGNMENT / TRANSFER**

Hirers who are granted permission to use the Facility shall not assign/transfer the right of use to any other person, organisation or body.

## **11. ADULT SUPERVISION**

Hirers under the age of 18 years must have the application form referred to in Clause 1 completed by an adult who will be supervising the function. The person completing the application form and whose signature appears on the same is subject to these terms and conditions.

## **12. MAXIMUM NUMBERS OF PERSONS**

The Facility is licensed for a maximum of 100 people on each level of the facility. This means that hirers are not permitted to exceed this maximum.

## **13. SECURITY**

Hirers shall ensure that approved security services are provided to prevent uninvited persons entering the Facility or to reasonably restrain unruly persons. In the event of potential breaches of security the Police will be summoned.

## **14. THEFT**

The Council (including any of its officers) shall not be liable for any loss, damage or theft sustained by the hirer. This includes any person/s, firm or organisation entrusted to or supplying any article or thing to the hirer. The hirer hereby indemnifies the Council against any claim by such person/s, firm or corporation in respect of any loss or damage.

## **15. GOOD ORDER**

The hirer shall be responsible for the full observance of these conditions and for the maintenance and preservation of good order in the Facility for the duration of the hire period. No breach to the Police Offences Act, which includes spitting, obscene or

insulting language or disorderly behaviour or damage to property shall be permitted in any part of the Facility. Refer Clause 2.

## **16. 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 Council in cleaning the premises resulting from the condition in which the hirer left the premises, shall be at the expense of the hirer.

## **17. DECORATIONS**

The hirer shall remove all decorations immediately after the period of use. This includes tape and fixatives that may be used to attach decorations etc. If during the removal of such items any damage is caused to walls or other property, the hirer will be liable for the cost of such repairs.

## **18. SMOKING**

Smoking is not permitted in any part of the Facility.

## **19. GAMBLING / LIQUOR**

No game of chance, at which either directly or indirectly money is passed as a prize, shall take place in any part of the Facility without the appropriate permits being produced to the Centre Coordinator. The sale of liquor on the premises is not permitted unless the hirer obtains a permit from the Liquor Licensing Commission. The permit must be made available to the Centre Co-ordinator.

## **20. PERFORMING RIGHTS**

The hirer shall not reproduce any performances that are subject to copyright or performance rights. The hirer agrees to indemnify the Hobart City Council against any claim for breach of copyright or any other action.

## **21. DISPUTES**

In the event of difference arising as to the interpretation of these conditions, matters shall be referred to the Director of Community Life. The Director of Community Life determination shall be final.

## **22. EMERGENCY PROCEDURES**

The person making application for hire will be the nominated person responsible for the evacuation of all persons from the building in the event of emergency. In the event of an emergency the responsible person will inform the appropriate emergency service and carry out all instructions that may be given by emergency services personnel.

---

# **Indemnity and declaration**

## **Indemnity statement**

a. The Applicant is responsible for and indemnifies and will keep Council and each of Council's officers, employees, agents and contractors (Indemnified Persons) indemnified in respect of any claim, demand, action, damage, loss, liability, cost, charge, expense, outgoing or payment which Council or any of the Indemnified Persons pay, suffer, incur or are liable for as a consequence of or arising directly or indirectly from any or all of the following:

- i. any breach of this Agreement by the Applicant and/or the Applicant's employees, agents, contractors or invitees;
- ii. any unlawful, wilful or negligent act or omission of the Applicant and/or the Applicant's employees, contractors, agents or invitees;
- iii. any event, circumstance, matter or thing being at any time found to be other than as warranted or represented by the Applicant, whether in the Application Form, this Agreement or in any other document or manner.

b. This clause does not merge on expiry of termination of this Agreement.

## **Declaration**

**In making this application: (Select 1 or more options)** Required

- I declare that the information and any attachments I have provided are true and correct and I agree to comply with all clauses of the indemnity statement outlined above. Required
- I have read and accept the conditions of hire associated with my booking. Required
- I agree to comply with the items listed in the COVID safe checklist (where I have indicated that I agree). Required
- I agree that by typing my name below I have signed this application. Required

**Name of signatory** Required

**Date** Required

(submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

For information on how Council manages, handles, and protects personal information it collects please refer to the [Privacy Statement and Policy](#).

---

*End of form*

*Don't forget to attach all files before submitting this form*