

Venue booking application (John Colvin stand and Sandown Pavilion)



City of HOBART

When to use this form

Use this form if you would like to make a booking to use the facilities at either the John Colvin Stand or Sandown Pavilion. If your event is less than five business days away, please contact us on 6238 2885 or sportsgrounds@hobartcity.com.au.

All bookings are subject to approval and confirmation. Please note that other conditions in addition to those outlined on this application may apply depending on the nature of your event or activity.

Applicant details

Contact person first name Required

Contact person last name Required

Organisation or business name

Email address Required

Telephone number Required

Address

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

Preferred contact method (Select 1 option) Required

email

telephone

Australia Post

Booking details

Do you need to book more than 1 day? (Select 1 option) Required

yes

no

The information in the field below applies if you:

- selected 'yes' in *Booking details: Do you need to book more than 1 day?*

Please complete the [2022](#) and/or [2023](#) booking calendar with required dates and times.

Complete this field if you:

- selected 'yes' in *Booking details: Do you need to book more than 1 day?*

Attach booking calendar Required

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

Complete this field if you:

- selected 'no' in *Booking details: Do you need to book more than 1 day?*

Date of event Required

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

DD MM YYYY

Complete this field if you:

- selected 'no' in *Booking details: Do you need to book more than 1 day?*

Start time (please include time needed for setup) Required

Complete this field if you:

- selected 'no' in *Booking details: Do you need to book more than 1 day?*

Finish time (please include time needed for pack down) Required

What location do you require? (Select 1 option) Required

John Colvin stand
Sandown Pavilion

Complete this field if you:

- selected 'John Colvin stand' in *Booking details: What location do you require?*

Do you also want to use the dance studio? (Select 1 option) Required

yes
no

Type of event or activity being held (please provide full details) Required

Approximate number of people attending Required

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

yes
no

Is this a charity event? (Select 1 option) Required

yes
no

Complete this field if you:

- selected 'yes' in *Booking details: Is this a charity event?*

Please provide details Required

Conditions of hire

GENERAL

- Bookings can be made up to 1 year in advance.
- Tentative bookings may be accepted, and will be held for a period of 14 days. The hirer is responsible for contacting the City if an extension to this period is required, otherwise the booking will be cancelled.
- Payment of applicable fees are to be made prior to the booking being confirmed.
- All bookings are subject to approval and the City reserves the right to refuse bookings.
- All bookings are subject to cancellation by the City, if in their opinion the venue is unfit for use.
- All bookings are subject to cancellation by the Director City Life, or his/her representative, where wildfire or extreme conditions may pose a threat to users or for any other reason deemed necessary.
- Bookings are not approved until payment has been made and the hirer has received the confirmation letter. Hirers may be required to present the confirmation letter at the venue.
- Additional special conditions may apply to any approval. These special conditions will be supplied in the confirmation letter.
- Hiring of the venue is subject to all relevant By-Laws of the City of Hobart and/or any other governing legislation.
- All directions issued by authorised City Officers or members of Tasmania Police are to be followed at all times.
- Any authorised Officer of the City shall at all times be entitled to free access to the facility on official City business.
- Emergency access is to be maintained at the venue at all times.

INDEMNITY

- If a booking is approved by the Council as requested by this application then 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 or failure to comply with the conditions of the booking 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, the booking or otherwise.

- By making this application, the applicant is offering to be bound by this indemnity and this may be relied upon by the Council as a binding agreement if a booking is approved.
- This agreement to indemnify does not merge on the expiry or cancellation of the booking, and the

applicant will remain bound by the indemnity after the booking has expired or has been cancelled.

- The hirer is responsible for the work health and safety of any and all contractors and subcontractors they may engage on site as part of the event.

CONSUMPTION AND SERVING OF ALCOHOL

- Should the consumption of alcohol be planned as part of your event you are required to advise the City as a condition of the booking.
- The consumption or serving of alcohol must be done in a responsible manner and in accordance with the law. As the hirer you are responsible for the behaviour of the people attending your event and must ensure the safety of attendees and the consideration of all other users.
- Where alcohol is to be sold, you will need to contact the [Department of Treasury and Finance, Liquor and Gaming Branch](#)
- Any breakage of glass is to be cleaned up and disposed of in an appropriate bin.

USE OF THE VENUE

- All City buildings are non-smoking venues. Any breach of this condition will jeopardise future usage.
- In accordance with the City of Hobart's smoking policy, there is to be no smoking within 10 metres of any playground in any park or reserve.
- All fixtures or other items brought into the venue are to be removed immediately after completion of the event.
- Any electrical equipment must be tagged and tested by a qualified electrician prior to use. Costs associated with callouts or repairs as a result of this condition not being adhered to will be invoiced to the hirer.
- Confetti, rice, streamers or similar materials are not permitted in the venue and must not be thrown.
- Hirers must ensure that all litter and waste generated by the function is removed from the venue at the conclusion of the function. The venue is to be cleaned by the hirer. A charge will be raised for any cleaning or waste removal, either requested or required, undertaken by the City.
- The City will undertake inspections to ensure a venue has been left clean and tidy. An additional charge will be incurred by the hirer if the City undertakes additional cleaning or waste removal as a result of non-compliance.
- The hirer will be responsible for any damage to any City property, whether caused by the hirer or any other person or persons associated with the function. Should this occur, the City may withhold the bond and raise an invoice for any additional costs.
- Dogs are not allowed in City of Hobart venues. Service Dogs are permitted.
- Noise is to be controlled by the hirer so that the noise level does not disturb the general public. Separate approval will be required for the use of amplifiers, and all amplified music must cease by 10pm.

JOHN COLVIN STAND

- Please note that there are tenants who live in a flat located in the same building as the John Colvin

Stand. Access to the area for these tenants is to be maintained at all times. Hirers must not negatively impact on the amenity of the building for the tenants.

KEYS AND SECURITY

- Keys for enclosed venues which the hirer has been granted permission to access may be obtained prior to the event from the City of Hobart, City Life Division which is located at the Hobart Council Centre, 16 Elizabeth Street Hobart.
- The hirer is responsible for the safe keeping of the keys. Any unauthorised use or copying of the keys may jeopardise the hirer's future use of the venue. Keys are to be returned to the City on the first working day after the event, unless prior arrangements have been made.
- It is the responsibility of the hirer to ensure adequate measures are taken to secure all buildings and power boxes on vacating the location. This includes the setting of any electronic security alarms.

BONDS

- Payment of a key bond will be required prior to the collection of keys from the City. This bond will be refunded upon the return of the keys to the City.
- A separate charge is applicable if any keys are not returned within 7 days of the event.
- A security bond may also apply to the booking, at the City's discretion. The applicant is required to pay the bond prior to the function.
- Bonds will be refunded after the event, should no damage be apparent at the post-event inspection. This refund may take 2-3 weeks to process and will be in the form of a cheque. Should the City be of the opinion that damage has been caused to the venue and this damage has not been rectified to the City's satisfaction, rectification of the damage will be undertaken at the hirer's expense and deducted from the bond. Any costs over and above the amounts held will be invoiced directly to the hirer.

FEES AND REFUNDS

- Payment of applicable fees is due prior to the booking being confirmed.
- Payment by invoice may be requested and is subject to approval by the City. In this circumstance, all fees are still to be paid prior to the event being held. Failure to comply may result in cancellation of the booking and may jeopardise the hirer's future use of the venue.
- All fees owing to the City of Hobart must be paid by the due date, as specified on each invoice received. Interest may be charged on overdue invoices as determined in accordance with Section 128(2) of the *Local Government Act (1993)*. The City reserves the right to lodge overdue invoices with a collection agency to recover the debt. Collection and legal costs incurred by the City in the recovery of fees will be paid by the Hirer.
- Failure to comply with invoice payment may result in cancellation of the booking and may jeopardise the hirer's future use of the venue.
- Refunds will not be issued for cancellations, unless written notification is received by the City at least 7 days prior to the event.
- Refunds will not be issued in the event that the hirer elected not to proceed due to inclement weather.

MARQUEES, SIGNS AND BANNERS

- Any signs or banners must have prior approval from the City, including their location at the venue.
 - Structures of any kind must not be erected without the prior approval of the City.
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Declaration

In making this application: (Select at least 4 options) Required

I declare that the information I have provided is true and correct. Required

I have read and agree to comply with the conditions of hire associated with my booking. Required

I am duly authorised to sign on behalf of the organisation named as the applicant. 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)

DD MM YYYY

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