



## When to use this form

Use this form to book one of the following venues: • [Hobart Town Hall](https://www.hobartcity.com.au/City-services/Venues-banners-and-signage/Halls-and-venues/Hobart-Town-Hall) <https://www.hobartcity.com.au/City-services/Venues-banners-and-signage/Halls-and-venues/Hobart-Town-Hall>, corner of Macquarie and Elizabeth Streets, Hobart. • [City Hall](https://www.hobartcity.com.au/City-services/Venues-banners-and-signage/Halls-and-venues/City-Hall) <https://www.hobartcity.com.au/City-services/Venues-banners-and-signage/Halls-and-venues/City-Hall>, corner of Macquarie and Campbell Streets Hobart. • [Elizabeth Street Conference room](https://www.hobartcity.com.au/City-services/Venues-banners-and-signage/Halls-and-venues/Elizabeth-Street-Conference-Room) <https://www.hobartcity.com.au/City-services/Venues-banners-and-signage/Halls-and-venues/Elizabeth-Street-Conference-Room>. • [Mawson Place Waterside Pavilion](https://www.hobartcity.com.au/City-services/Venues-banners-and-signage/Halls-and-venues/Waterside-Pavilion) <https://www.hobartcity.com.au/City-services/Venues-banners-and-signage/Halls-and-venues/Waterside-Pavilion> • Mawson Place Concourse

For the current fees and charges for the hire of these venues please refer to our [website](https://www.hobartcity.com.au/Council/Fees-and-charges) <https://www.hobartcity.com.au/Council/Fees-and-charges>. All bookings are subject to availability.

To confirm availability before completing this form contact the City via email [coh@hobartcity.com.au](mailto:coh@hobartcity.com.au) or telephone 6238 2765.

## Applicant details

First name Required

Last name Required

Organisation or business name

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



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

Are you a not for profit organisation or incorporated body? (Select one option) Required

- yes  
 no

**Email address** Required

**Telephone number** Required

**Street address** Required

**Postal address (if different to above)**

**Preferred contact method (Select one option)** Required

- email
- telephone
- Australia Post

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## Booking details

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

- Hobart Town Hall
- City Hall
- Elizabeth Street Conference Room
- Mawson Place Waterside Pavilion
- Mawson Place Concourse

**What type of event do you want to have? (Select one option)** Required

- Wedding ceremony
- Wedding reception
- Conference
- Training
- Theatre performance
- Meeting
- Concert
- Group fitness class
- Cocktail function
- Party/celebration
- Fundraiser
- Dance performance
- Dance class
- Exhibition
- other

**If other, please specify**

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

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

**Start date** Required

D	D	M	M	Y	Y	Y	Y
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Finish date (if more than 1 day)

D	D	M	M	Y	Y	Y	Y
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Day(s) of event Required

Start time (please include time needed for set up) Required

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

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## Specific requirements

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

- yes  
 no

Will alcohol be sold? (Select one option) Required

- yes  
 no

If you want to sell alcohol you will need to apply to the [Liquor and Gaming Board of Tasmania](http://www.treasury.tas.gov.au/liquor-and-gaming/liquor/applying-to-sell-liquor) <http://www.treasury.tas.gov.au/liquor-and-gaming/liquor/applying-to-sell-liquor>.

Is the event open to the public? (Select one option) Required

- yes  
 no

If yes, please provide details including ticketing information, event times and a contact telephone number that can be given to the public. This information will help us refer enquiries about your event.

If yes will an admission fee be charged? (Select one option) Required

- yes
- no

Will you be selling any goods? (Select one option) Required

- yes
- no

If yes, what will you be selling?

Will you be selling or serving food or drinks? (Select one option) Required

- yes
- no

If yes, you may need to obtain a permit.

Further information can be found on the City's [website https://www.hobartcity.com.au/Business/Food-businesses/Food-stalls-markets-and-fairs](https://www.hobartcity.com.au/Business/Food-businesses/Food-stalls-markets-and-fairs). For assistance please contact the City of Hobart's Environmental Health Unit on 6238 2715.

Do you require the use of kitchen facilities? (where available) (Select one option) Required

- yes
- no

Do you have any additional request or needs?

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## Conditions of hire

Please make sure you have read and are familiar with the conditions of hire outlined below:

- A deposit is required for all bookings at the time of booking or within 14 days of our dated correspondence.
- The balance must be paid at least seven days before the event is held.
- For cancellations, 50% of the deposit will be refunded if cancelled at least one month before the date of the event.
- Tentative or pencil bookings will not be accepted.
- If alcohol is to be served an application to serve alcohol form must be received by Council at least seven days before the event and if alcohol is to be sold, a Liquor Licence must also be obtained from the Commissioner for Licensing, Liquor and Gaming, Department of Treasury and Finance.
- If any alterations to a seating plan are anticipated a sketch plan showing placement of tables, seats, etc, must be lodged with the Hallkeeping Services Co-ordinator at least 14 days prior to the event date.
- Power consumption charges apply to all City Hall bookings. Meter readings will be carried out and a separate account issued to you.
- For concerts, exhibitions and any other relevant bookings the Council may require a bond.
- The hirer will be responsible for any damage to the venue, fixtures and fittings, whether caused by the hirer or any other person or persons and for any loss of income associated with the venue, fixtures or fittings being unusable.
- Hirers are prohibited from leaning or placing any objects against walls, doors and other upright areas in the venue.
- Upon providing reasonable notice to the hirer, the Council reserves the right to cancel the booking if the venue is reasonably required by the Council for a Civic purpose, including events such as elections and Civic receptions.
- Bookings will be subject to the hiring charges applicable to the activity for which the venue is booked, and the Council reserves the right to cancel any contract due to non-payment of any hiring charge increase.
- If a film is to be shown the hirer is responsible for securing materials and labour to make the venue light-proof.
- Where provided, pianos are tuned on a monthly basis and if a special tuning is required, the hirer must make arrangements for the tuning, at a time suitable to the Council, and be responsible for all costs involved.
- When alcohol is to be served or sold, the hirer must clean all refuse from floor areas and deposit it in bins before leaving the venue.
- Acceptance of bookings for the venues for commercial purposes may need to be determined by the Council.
- Smoking is prohibited in all Council venues.
- The Town Hall, City Hall, Mawson Place Waterside Pavilion and Elizabeth Street Conference Room are Places of Public Assembly and are authorised to accommodate the following number of people: Town Hall (300), City Hall (1390) Mawson Place Waterside Pavilion (100) and Elizabeth Street Conference room (60).
- Seating is not permitted in the Town Hall Ante Room as this is a fire exit.
- The hirer is to agree not to isolate the smoke alarms at the venue.
- No lighting or sound rigs are to be suspended from the City Hall ceiling unless the hirer agrees to use the existing hanging points and provides a certificate from a qualified structural engineer verifying that the hanging points are structurally sound and will accommodate the hirer's equipment.
- If payment is not made by the date specified on any tax invoice issued by the Council then daily interest may be charged on the overdue amount at the same rate as the rate that is determined by the Council, from time to time, for the purpose of section 128(2) of the Local Government Act 1993.
- For bookings at the City Hall hirers are required to follow the evacuation plan which will be provided before the event.

## 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 one 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.
- I have read and accept the conditions of hire associated with my booking.
- I acknowledge that I have signed this application.

Name of signatory Required

Date Required

D	D	M	M	Y	Y	Y	Y
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For information on how Council manages, handles, and protects personal information it collects please refer to the [Privacy Statement and Policy](https://www.hobartcity.com.au/Council/Legislation-and-by-laws/Privacy-statement) <https://www.hobartcity.com.au/Council/Legislation-and-by-laws/Privacy-statement>.

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*End of form*

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