

Venue booking application



City of HOBART

When to use this form

Use this form to request a booking for the following venues:

- [Hobart Town Hall](#), corner of Macquarie and Elizabeth Streets, Hobart.
- [City Hall](#), corner of Macquarie and Campbell Streets Hobart.
- [Elizabeth Street Conference room](#)
- [Mawson Place Waterside Pavilion](#)
- [Mawson Place Concourse](#)

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

To confirm availability before completing this form contact the City via email coh@hobartcity.com.au or telephone 6238 2765.

Applicant details

Are you applying as an individual or an organisation/company? (Select 1 option) Required

- individual
- organisation/company

Complete this field if you selected 'individual' in *Applicant details: Are you applying as an individual or an organisation/company?*

First name Required

Complete this field if you selected 'individual' in *Applicant details: Are you applying as an individual or an organisation/company?*

Last name Required

Complete this field if you selected 'organisation/company' in *Applicant details: Are you applying as an individual or an organisation/company?*

Organisation or company name Required

Complete this field if you selected 'organisation/company' in *Applicant details: Are you applying as an individual or an organisation/company?*

Contact person first name Required

Complete this field if you selected 'organisation/company' in *Applicant details: Are you applying as an individual or an organisation/company?*

Contact person last name Required

The information in the field below applies if you selected 'organisation/company' in *Applicant details: Are you applying as an individual or an organisation/company?*

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 'organisation/company' in *Applicant details: Are you applying as an individual or an organisation/company?*



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 'individual' in *Applicant details: Are you applying as an individual or an organisation/company?*

Address

The information in the field below applies if you selected 'organisation/company' in *Applicant details: Are you applying as an individual or an organisation/company?*

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

Preferred contact method (Select 1 option) Required

- email
- telephone
- Australia Post

Booking details

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

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

What type of event do you want to have? (Select 1 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

Complete this field if you selected 'other' in *Booking details: What type of event do you want to have?*

Please specify Required

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)

Specific requirements

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

- yes
 no

Will alcohol be sold? (Select 1 option) Required

- yes
 no

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

If you want to sell alcohol you will need to apply to the [Liquor and Gaming Board of Tasmania](#).

Is the event open to the public? (Select 1 option) Required

- yes
 no

Complete this field if you selected 'yes' in *Specific requirements: Is the event open to the public?*

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. Required

Complete this field if you selected 'yes' in *Specific requirements: Is the event open to the public?*

Will an admission fee be charged? (Select 1 option) Required

- yes
 no

Will you be selling any goods? (Select 1 option) Required

- yes
- no

Complete this field if you selected 'yes' in *Specific requirements: Will you be selling any goods?*

What will you be selling? Required

Will you be selling or serving food or drinks? (Select 1 option) Required

- yes
- no

The information in the field below applies if you selected 'yes' in *Specific requirements: Will you be selling or serving food or drinks?*

You may need to obtain a permit. Further information can be found on the our [website](#).

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 1 option) Required

- yes
- no

Complete this field if you selected 'Hobart Town Hall' in *Booking details: Which venue would you like to book?*

In the Town Hall will you need use of the: (Select 1 option) Required

- organ
- piano
- neither

Do you have any additional request or needs?

Conditions of hire

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

1. An invoice will be issued for the full hire fee.
2. Invoices must be paid in full within 30 days of the invoice being issued or at least 7 days before the booking start date, whichever comes first.
3. For cancellations more than 1 month before the start date of the booking 12.5% of the fee will still apply.
4. For cancellations less than 1 month before the start date of the booking 25% of the fee will still apply.
5. Tentative or pencil bookings will not be accepted.
6. 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 hire charge.
7. 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, such as emergency recovery responses or other events as deemed necessary by the Council.
8. 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.
9. 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.
10. Power consumption charges apply to all City Hall bookings. A meter reading will be carried out and a separate account issued to you.
11. For concerts, exhibitions and any other relevant bookings the Council may require a bond.
12. 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.
13. Hirers are prohibited from leaning or placing any objects against walls, doors and other upright areas in the venue.
14. The Town Hall organ and grand piano are tuned on a regular basis and if a special tuning is required, the hirer must make arrangements for the tuning with the Hallkeeping Services Coordinator, at a time suitable to the Council, and be responsible for all costs involved.
15. When alcohol is served or sold, the hirer must clean all refuse from floor areas and deposit in the bins provided before leaving the venue.
16. Applications for bookings for commercial purposes may need to be determined by the Council.
17. Smoking is prohibited in all Council venues.
18. 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).
19. Seating is not permitted in the Town Hall Ante Room as this is a fire exit.
20. The hirer is to agree not to isolate the smoke alarms at the venue.
21. 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.
22. 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*.
23. For bookings at the City Hall hirers are required to follow the evacuation plan which will be provided before the event.
24. Bookings for the Mawson Place Waterside Pavilion are for the building only and not the concourse. Separate approval is required for the use of this space.
25. If the hirer wishes to use water-based smoke machines, hazers, or any other effect that results in significant particle release (smoke, dust or mist), this will require isolation of the emergency alarm system. These arrangements must be discussed with the Hallkeeping Services Coordinator 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 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 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](#).

(Select 1 option)

End of form

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