



City of **HOBART**

Enquiries: Sophie Tyrrell

Ph: 6238 2885

Fax: 6236 9365

Email: [sportsgrounds@hobartcity.com.au](mailto:sportsgrounds@hobartcity.com.au)

Website: [www.hobartcity.com.au](http://www.hobartcity.com.au)

**CITY OF HOBART  
PARKS AND CITY AMENITY DIVISION  
HALL BOOKING APPLICATION FORM**

**Applicant's Details:**

Organisation/Club: \_\_\_\_\_

Given Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Hall Name: \_\_\_\_\_

Day & Date	Time	Room (Dance Studio or Main Function Room)	Number of Participants

*If this application is for a unique event (ie charity day, etc) please provide details of event on a separate sheet*

Is Alcohol to be consumed?      YES / NO      If yes, approval must be sought to serve intoxicating liquor.  
Applications available on request.

Event Description (provide full details and attach separate sheet if more room is needed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONDITIONS OF HIRE**

***I have read and agree to the Conditions of Hire (see overleaf).***

*This booking will be confirmed in writing within two weeks of receiving the application. Hirers may be required to present the confirmation at the sporting venue.*

Parks and City Amenity Office: 2<sup>nd</sup> Floor, Hobart Council Centre, 16 Elizabeth Street, HOBART  
8:30am - 5:00pm Mon - Fri

**Applications should be forwarded at least 5 working days prior to the booking to the Senior Administrative Officer, Parks and City Amenity Division, Hobart City Council, GPO Box 503, Hobart 7001 or fax 6236 9365**

***DECLARATION***

I/We hereby agree to abide by all terms and conditions as attached to the application form.

*I/We hereby agree to indemnify the Hobart City Council against claims or costs that may be made against the Council either by members of the public or persons participating in the function who suffer personal injury, damage or financial loss by reason of attending the function.*

The Hobart City Council has a public liability insurance policy, which covers the hirer for claims arising from the specified event. Please make sure you have included all aspects of your event or activity on this application form.

**For and on behalf of the hirer:**

Name: .....

Signature: ..... Date: .....

# CONDITIONS OF HIRE

## PAYMENT

1. An invoice will be issued to your organisation for the booking.
2. The hire charge for casual bookings is to be paid prior to the venue being used.
3. In addition to booking fees you may also be charged a bond, in accordance with Council Fees and Charges. This is held for the duration of the event and is refunded upon a satisfactory inspection of the venue after this event.
4. Casual hirers will be charged in accordance with Council Fees and Charges for the non return of keys within 7 days of use.
5. A key bond may be charged to regular hirers.

## CANCELLATION/CLOSURE

6. Cancellations must be advised to Council in writing, via email, fax or post.
7. A refund will not be issued if the booking is cancelled within 7 days of the nominated event.
8. All bookings are subject to cancellation by the Director Parks and City Amenity or his/her representative, if in his/her opinion the venue is unfit for use or for any other reason deemed necessary.

## CLEANING

9. Council undertakes to provide a clean and tidy venue. It is the hirers responsibility to ensure the venue is left in the same condition at the end of the hire.

Council staff will make routine checks on the venue between events to ensure the facility has been left clean and tidy for the next user. An additional charge will be raised to the hirer if Council is requested or required to do any additional cleaning as a result of the hirer's non-compliance with this condition.

## SECURITY

10. Keys for the facility may be obtained from Parks and City Amenity Division, 2<sup>nd</sup> Floor Town Hall, Macquarie Street, Hobart prior to the event.
11. The hirer is responsible for safe keeping of the keys. Any unauthorised use or copying of the keys may jeopardise the hirer's future use of the facility.
12. It will be the responsibility of those clubs/associations with keys to ensure that adequate measures are taken to secure all buildings and gates on vacating the grounds.

13. The hirer will be responsible for the safe keeping of all Council property in and around the facility during the term of hire and shall pay to the Council any such costs for the repair/replacement of any item damaged or lost.

## ACCESS BY COUNCIL OFFICIALS

14. Any authorised officer of the Council shall at all times be entitled to free access to the facility on official Council business.

## CLUB/ASSOCIATION CONTACTS

15. The Parks and City Amenity Division is to be notified **immediately**, of any change in contact details of the Secretary of the Club/Association, etc.

## GENERAL

16. **Materials** of any type are not to be displayed on any part of the buildings without the prior consent in writing of the General Manager.
17. This facility is let subject to all the relevant **By-Laws** of the Hobart City Council.
18. Any electrical equipment that is intended to be plugged into any Council power point must be tagged and tested by a qualified electrician prior to being utilised. Any costs associated with call-outs or repairs as a result of this condition not being adhered to will be invoiced to the hirer.

## NON-COMPLIANCE and PUBLIC LIABILITY

19. Costs resulting from damage to Council property or call-outs of personnel following non-compliance with these conditions will be charged to the hirer.
20. The hirer is to be responsible for any damage whatsoever, howsoever and to whomsoever caused and is to be responsible for all claims, costs, actions and demands in respect to the injury to or death of any person or loss or damage to any property arising out of or in connection with the use of the premises subject to this booking by the Hirer, or his, her, its servants, agents, employees or any person acting for or on behalf of the Hirer during the term of the booking or any extension thereof and must indemnify and keep indemnified the Council against all damages, claims, costs, actions and demands aforesaid **provided that** the Hirer shall not be required to indemnify the Council against loss or damage to the extent that such loss or damage is caused by or contributed to by the Council, its servants, agents or employees.