



Occasional Hire of Laura Civic Centre

No Public Liability Insurance Required

Laura Civic Centre Management Committee

Bookings: Sarah Munroe Phone 0434588169 or Ian White Phone 0473506956 Email: laura.memorialciviccentre@gmail.com

This Permit Application is for people who hire the facility on an occasional basis, and do not have public liability insurance.

Note: Regular hirers or clubs or businesses or those using the facility for a profit making activity are required to complete the form entitled "Permit for Hire of Council Facility"

I _____
(Name)

for and on behalf _____ "Permit Holder"
(Organisation, Business, Group)

of Address _____

of Telephone _____ Email _____

Hereby make application to the Laura Civic Centre Management Committee

to hire the at the Laura Civic Centre

for the purpose of _____
(Name of the event)

Date of Event _____ Between the hours of _____ and _____

Alcohol

Estimated Attendance _____

The issuing of this permit is subject to :-

- A. The Permit Holder agreeing to the **General Conditions** of the permit as contained herein.
- B. The Permit Holder agreeing to all **Special Conditions** which the Council may determine.
- C. The Permit Holder paying the prescribed fee.
- D. A copy of this document signed for the Council has been returned to the Permit Holder.

General Conditions of Permit

- 1. The Permit Holder, in paying the prescribed fee, will be covered by a general public and products liability insurance policy.
- 2. The Permit Holder agrees to indemnify and to keep indemnified the Laura Civic Centre Management Committee/Northern Areas Council its employees and/or agents against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to any activities under the permit or arising out of breach of any condition attaching to the permit.
- 3. The Permit Holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
- 4. The permit is not transferable.
- 5. The Permit Holder shall comply with applicable laws and also give all notices required by any legislation relating to an activity under the permit.
- 6. The Permit Holder shall notify the Laura Civic Centre Management Committee at the time of the application, if alcohol is to be served during the period of the permit. A liquor licence must be obtained by the Permit Holder if required by law.
- 7. No adhesive tape, blu-tack or drawing pins shall be used on walls or ceilings. If suitable anchors are provided, decorations may be hung from them.
- 8. No polish, floor speed or other material is to be used on the floor without the prior written approval of the Laura Civic Centre Management Committee who shall reserve the right to refuse the same.
- 9. The Permit Holder shall ensure that any breakages of glass or spillage of food, drink or other substances are cleaned up immediately. Breakage or loss of glass, crockery or any other Institute owned equipment must be reported to Laura Civic Centre Management Committee as soon as possible and replacement or repairs shall be at the cost of the Permit Holder.

OCCASSIONAL HIRE OF LAURA CIVIC CENTRE

10. At the completion of the function, all floors must be swept, tables, chairs and other furniture placed in their original positions and all areas cleaned to the satisfaction of Laura Civic Centre Management Committee. Failure to do so may result in cleaning fees being charged.
11. All litter resulting from any function must be removed from the hall and adjoining Council property before 12.00 noon the following day (or an earlier time as determined by Laura Civic Centre Management Committee). Litter shall be placed in the bins provided.
12. The Permit Holder shall ensure that all doors and windows are securely fastened and lights extinguished when leaving the hall. The Permit Holder is requested to notify Laura Civic Centre Management Committee of any broken or faulty doors, windows, lights and other furniture and equipment.
13. The use of the hall or facility may be granted up to 36 hours prior to and 16 hours after the time of hire for decorating purposes subject to other bookings during that period.
14. Repairing and/or replacing any damaged furniture, fixtures or fittings will be the responsibility of the Permit Holder. If any necessary repair or replacement is not undertaken within a reasonable time, Laura Civic Centre Management Committee may repair and/or replace and recover the costs from the Permit Holder.
15. Normal hire charges may be applied if a cancellation is not received by the Laura Civic Centre Management Committee at least seven days prior to the reserved date.
16. This permit may be revoked by Laura Civic Centre Management Committee if the Permit Holder fails to comply with a condition of the permit and may be revoked in any other justifiable circumstance.

Special Conditions of Permit

In making this application, the Permit Holder agrees to be bound by the conditions of the permit and declares that the particulars provided by the Permit Holder with regard to the proposed event are true and correct. The person signing warrants he/she has authority to bind the Permit Holder for that purpose.

Signed for and on behalf of the Permit Holder

Name _____ Date _____
Position _____ Signature _____

Signed by the authorised representative of the Laura Civic Centre Management Committee

Name _____ Date _____
Position _____ Signature _____

Office Use Only Laura Civic Centre Management Committee

Permit	Approved / Denied	Fee	_____
Insurance Provided	Yes / No	Alcohol Approved	Yes / No / N/A
Signed	_____	Date	_____
		Booking Sheet Updated?	_____