

I _____ the "hirer"

of: _____ [address]

Phone Number: _____ Email: _____

Hereby make application for hire of the Robe Institute and agree to the general conditions of hire shown overleaf.

Event Details

Type (eg. wedding) _____

Period of hire requested (hours/ half day/ day[s]) _____

Date/Time (start/finish) _____

Will there be a Band or Disco Machine? YES NO

Will alcohol be served? YES NO (See information sheet)

Will you require the use of the grassed area alongside the Institute? YES NO (please circle)

Additional event information:

Payment:

DISTRICT COUNCIL OF ROBE | TAX INVOICE

ABN: 26 597 040 498

Cash/ Cheque/ Postal Order – please make payment to Council's Administration office at Royal Circus, Robe SA 5276 or post to PO Box 1, Robe SA 5276 to reach Council before keys will be issued.

Credit Card – card type: visa /mastercard

Card Number _____ Amount \$ _____

Name on Card _____ Expiry Date _____

[upon payment this docket becomes your tax invoice – GST included]

Bond

A bond of up to \$ is applicable.

Credit Card – card type: visa /mastercard

Card Number _____

Amount \$ _____

Name on Card _____

Expiry Date _____

General Conditions of Hire

1. The hirer, where appropriate shall ensure that it is licensed, authorised and/ or registered to carry out the stated activity shown in this permit.
2. The hirer agrees to indemnify and to keep indemnified the council against all actions, costs, claims, damages, charges and expenses whatsoever
3. Council may request the hirer to produce evidence of current a public risk insurance policy in the name of the hirer insuring the hirer for the minimum sum of twenty million dollars (\$20,000,000)
4. The hirer shall comply with and give all notices required by any Legislation, Regulation or By-law
5. The hirer shall notify the Council at the time of the application if alcohol is to be served.
6. No polish, floor speed or other material is to be used on the floor of the Institute without the prior approval of the Council who shall reserve the right to refuse the same.
7. A deposit is payable not less than 5 days prior to the function. A deposit will secure the booking. The bond may be refunded in full or part at Council's discretion, after an inspection of the Institute and surrounds.
8. A cancellation fee of 50% of the hire fee will apply if a confirmed booking is cancelled within seven days prior to the hire date.
9. This permit may be revoked by Council if the hirer fails to comply with a condition of the permit.
10. Smoking is not permitted in the Institute.
11. Decorations may be hung from the eyelets on the picture rails ONLY.
12. Removal of appliances or kitchen items from the Institute is not permitted.
13. The hirer shall ensure that all doors and windows are securely fastened, lights and heating switched off when leaving the Institute.
14. The premises are hired on a 'leave as found' basis. Costs associated with additional cleaning required as a result of any hire will be passed on to the hirer
15. The hirer will be responsible for repairing and/or replacing any damaged furniture, fixtures, floor coverings, cutlery, crockery or fittings. Council may repair and/or replace and recover the costs from the hirer.
16. Hirers are reminded that the arrangements for the preparation and serving of food must comply with the provisions of the Food Act.
17. Authorised Officers of Council shall have right of entry and inspection at all times.
18. The piano and other equipment are not to be moved/ removed as the cost of re-tuning and/or returning may be recovered from the hirer.
19. General conditions of hire apply to any person[s] and/ or firm engaged by you in relation to the stated event.
20. Events that are held over the weekend, must ensure that the toilets at the Library/VIC end are cleaned before 10am on Sunday.

I acknowledge that I have read and understand the permit conditions and agree to abide by the said conditions and I undertake to be held personally responsible for any claim arising from damage, neglect or non-compliance with any of the aforementioned conditions.

Signed _____ Name _____

Council Authorisation

Signed _____ Date _____

Name _____ Position _____

Signed for and on behalf of the District Council of Robe

Hire Fee _____ Bond _____ Receipt number _____

Insurance required YES / NO

Liquor Licence YES / NO

Robe Institute



Location

The Institute which is bounded by Mundy Terrace, Smillie Street and Bagot Street (see attached map) is a historic building which was renovated in 2007. With funding from the SA Government, the Robe CWA fund, contributions from local residents and volunteer workers from the 'Friends of the Institute', the building is now an ideal venue for your next function, whether it is a business seminar, market or wedding. The Institute was built during 1868 and during Robe's heyday, the Institute building was the heart and soul of the community, with its ballroom floor and stage and a library containing some 2,000 volumes. With its prime position in the centre of town, looking out over the lawns of the village green toward the waters of Guichen Bay, the Institute is truly unique.

The entrance doors to the Institute are located on Smillie Street, with back doors that open out to a grassed area facing the foreshore.

A short walk will take you to the picturesque Town beach and a variety of dining including restaurants, cafes and bakery. Robe also provides accommodation to suit any budget including hotels, motels, caravan parks, backpacker hostel, bed and breakfast accommodation and holiday rentals. The Visitor Information Centre and Library is located within the building facing Mundy Terrace (sea side).

The Robe Institute can be booked for any private function including weddings, special event dinners and performances.

Contact:

District Council of Robe

Phone: (08) 8768 2003

council@robe.sa.gov.au

After Hours Contact:

District Council of Robe

Phone: (08) 8768 2003





Street Map of Robe

ROBE Town Map south australia



- Walking Trail
 - Golf Course
 - Picnic Grounds and Public Reserves
1. Robe Institute Library Visitor Information Centre
 2. Fishermans' Memorial
 3. Royal Circus *
 4. Chinese Memorial *
 5. Customs House
 6. Moorakyne
 7. Boat ramp
 8. Karatta House
 9. Old Gaol *
 10. Obelisk *
 11. Light House
 12. Yacht Club
 13. Bowling Greens
 14. Churches
 15. Caravan Parks
 16. Lakeside House
 17. The Bush Inn
 18. Beacon Hill Lookout *
 19. The Cemetary

- [H] Hotels
- [R] National Parks & Wildlife Office
- [i] Visitor Information Centre
- [C] Caravan Parks
- [T] Toilets
- [i] Information Bay

EMERGENCY:
Ambulance, Fire, Police
Dial 000

MEDICAL DOCTOR:
Community Health Centre
Smillie Street, Robe
Ph: 08 8768 2012
(AH Answering machine gives
Hospital Telephone Number)

CHEMIST:
Robe Pharmacy, Victoria St
Ph: 08 8768 2417

POLICE STATION:
Lord Syleham Steet, Robe
Ph: 08 8768 2118

PHONE GUIDE SeaAustralia
A SERVICE TO SELF GUIDED TOURING
USING YOUR MOBILE PHONE
PROVIDED BY ROBE TOURISM & TRADERS
* LOOK FOR THE SIGN

Charges

Charges for hire of the Robe Institute can be found in the District Council of Robe's Administration Fees and Charges which are listed on Council's website www.council.robe.sa.gov.au

The facility may be hired for pre-function setup prior to the time of hire for decorating and set up purposes at the normal daily hire rate (refer to current Fees and Charges Schedule).

Parking and Accommodation

Plenty of off street parking and accommodation is available within walking distance of the Institute.

Finish Time of Events

All events must be finished by 12:30am, unless otherwise stated by a limited liquor licence obtained by the hirer.

Kitchen Facilities

Kitchen facilities include: 8 burner commercial gas stove and oven with exhaust overhead, hot water urn, oven, 6 tray bain-marie with heat lamps, commercial dishwasher, stainless steel workbenches and trolley, double glass door Skope commercial refrigerator and vacuum cleaner. Please note that appliances or kitchen items are not permitted to be removed from the premises. The kitchen is supplied with town water only.

It is the responsibility of the hirer to arrange for the supply of crockery, cutlery, glassware, napery, tea towels and dishwashing detergent. A limited amount of cutlery, crockery and glassware is available to cater for smaller functions of under 40 people. Bin liners, floor, kitchen and bathroom cleaning equipment and toilet paper are supplied. All items are not to leave the premises and are to be returned clean to each storage area after use.

Heating

The Institute has gas heating with floor vents around the perimeter of the main hall which is operated by remote control. The remote control is located near the entrance door on the wall. No cooling is provided.

Hall Capacity

Total seating available is 149 chairs, which are not to be removed from the building. Twenty trestle tables are available.

The floor area of the main Institute Hall is 254m² (Hall floor 200m²). All other dimensions of the Institute are outlined on the floor plan attached. The Institute Hall height is 10.2 metres.

Decorations

Pins, staples, "Blu-tak" and tape of any sort are not permitted to be used on any of the Institute's walls, picture rails or stage floor. Decorations may only be hung from the eyelets of the permanent picture rails.

Use of Lawned Areas

The use of grassed areas is permitted provided that this is requested on the Hall Hire Permit form with a site plan of the location and size of marquee, and times when it will be erected and taken down. Before the marquee is erected the hirer is to contact the Works Supervisor (Trevor Hondow, 0429 646 076) regarding the location of pop up sprinklers.

Set up Hall for Events

Setting up and putting away of chairs will be the responsibility of the hirer.

To avoid floor damage on the Institute stage, carpet should be used if setting up equipment.

Keys

It is the responsibility of the hirer to ensure keys are collected during Council office hours, at Royal Circus. Keys must be returned at the completion of the event to the council office.

Smoke Free

The Institute is a smoke free zone and smoking is prohibited anywhere within the building. There are cigarette butt bins near the north entrance.

Rubbish

All litter and debris is to be removed from the Institute and placed into external wheelie bins. Wheelie bins are to be placed on the Smillie Street kerb for collection. No rubbish is to be left on site. For hire that results in the generation of excessive waste or for functions that continue over multiple days additional bins may be provided on request. A recycling bin is provided for empty bottles only.

Noise

The hirer has an obligation to minimize the impact of noise to the surrounding residential area.

Cleaning

The premises are hired on a 'leave as found' basis. The hirer can organise to use a contract cleaning service. Charges for additional cleaning will be made should the premises not be left in a clean and tidy condition. All furniture and equipment used as part of the hire must be stored away in an 'as found' condition.

Local cleaning contractors

The Cleaning Bloke, Jim Sawyer

0408 894 620

Schedule of Technical Facilities

Stage Lighting consists of 1 stage spot light and ceiling track lighting (2 tracks, 4 lights). The wine coloured stage curtains are moved manually.

A stage sound system has been installed as detailed below:

Public address system – Amplifier AA1S with CD/DVD player with 2 Diversity Receivers JTS 8001D.

Speakers are located in the stage area – there are 8 speakers in total.

Microphones available are: Studio Condenser Microphone, B5 with extension; 2 "Roving Microphones". A floor and tabletop microphone is also available and are located in the stage area.

The electricity supply to the main Hall is 3 phase 32 amp. The supply to the kitchen is single phase 15 amp.

Hirers wishing to use the Alex Steinbach piano must indicate their requirement at the time of booking. Please do not move the piano.

Refer to "Robe Institute Hire Permit" for general conditions of hiring.

Insurance

Council's insurance covers one off adhoc/ and occasional private hires eg 21st Party, Wedding etc. However it does not cover any businesses, stallholders, individuals hiring the hall for financial gain. These people are required to provide their own Public & Products Liability insurance. Quotations for Hirers outside this definition are available from Local Community Insurance Services at www.localcommunityservices.com.au

Liquor Licence

A liquor licence is needed whenever liquor is being sold.

"Selling" liquor includes:

- where the consumption of liquor is included in a cover charge, e.g. food, drinks and entry included in the one ticket price;
- where entry is by donation;
- where wine tasting is being offered with a view of selling wine, whether at the event or in the future;
- where liquor is offered as a "gift" when an item is purchased;
- selling by wholesale/ retail.

A licence is also required when liquor is consumed on regulated premises (even if there is no sale of liquor). Regulated premises include:

- a restaurant, café or shop
- a bus, limousine, train or tram
- a boat
- a public place that is being used for the purposes of an organised event, where guests pay an admission charge.

Limited Licences

If you are intending to host a party or you are organising an event (or a series of events) where liquor will be sold or liquor will be consumed on regulated premises, you are required to obtain a limited licence.

Lodgement of a Limited Licence Application

An application for a Limited Licence must be lodged with the Office of the Liquor and Gambling Commissioner at least 14 days prior to the event.

However, applications for large events such as festivals, street closures, Christmas and New Year's Eve functions should be lodged as early as possible and at least 60 days prior to the event.

A Limited Licence application form is available from all police stations or from the Office of the Liquor and Gambling Commissioner website:

<http://www.olgc.sa.gov.au/splash.shtm>

- Forms, Fees and charges
- Forms
- Liquor
- Limited Licence Application (one off short term functions)

Additional information

If you require assistance in locating catering and other businesses for event organising, try visiting Council's website www.council.robe.sa.gov.au under Tourism.