



## Council Chambers/Meeting Room Hire Permit

I \_\_\_\_\_ the "hirer"

of: \_\_\_\_\_ [address]

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

*Hereby make application for hire of the following room as selected and agree to the general conditions of hire shown overleaf.*

Council Chambers <input type="checkbox"/>	Meeting Room <input type="checkbox"/>
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### Hire Details

Type/Activity (e.g. physio) \_\_\_\_\_

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

Day[s]/Date[s] \_\_\_\_\_

PAYMENT			
<b>DISTRICT COUNCIL OF ROBE   TAX INVOICE</b> ABN: 26 597 040 498  [upon payment this docket becomes your tax invoice – GST included]			
<i>Total Fee Due</i>	\$	_____	
<i>Payment Method</i>	Credit / Debit Card	Cash	Cheque
Please make payment in person at Council’s Office at 3 Royal Circus, Robe SA, over the phone by calling 08 8768 2003 or post to PO Box 1, Robe SA 5276 in time to reach Council before hire period commences.			
<b>Credit Card details will be kept on file in Lieu of Bond</b>			
Credit Card Type: Visa /Mastercard	Amount \$ _____		
Card Number _____	CCV _____		
Name on Card _____	Expiry Date ____/____		
The District Council of Robe undertakes to transact the bond/damages amount <u>ONLY</u> if the user is in breach of the general terms and conditions overleaf.			

### 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 a current 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. This permit may be revoked by Council if the hirer fails to comply with a condition of the permit.
6. Smoking is not permitted in Council Chambers or Meeting Room.
7. Removal of appliances or any items from the Council Chambers or Meeting Room is not permitted.
8. The hirer shall ensure that all doors and windows are securely fastened, lights and heating switched off when leaving the room.
9. 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.
10. The hirer will be responsible for repairing and/or replacing any damaged furniture, fixtures, floor coverings or fittings. Council may repair and/or replace and recover the costs from the hirer.
11. Authorised Officers of Council shall have right of entry and inspection at all times.
12. General conditions of hire apply to any person[s] and/or firm engaged by you in relation to the stated hire activity.

### Insurance

Council's insurance covers one off adhoc and occasional private hires. However, it does not cover any businesses, stallholders, individuals hiring the Council Chambers 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](http://www.localcommunityservices.com.au)

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.

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Council Authorisation

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Signed for and on behalf of the District Council of Robe

Hire Fee \_\_\_\_\_ Receipt number \_\_\_\_\_

Is Public Liability Insurance required? Yes  No  If Yes, has a copy been provided? Yes  No