



## Robe Institute – Hall Hire – Single Use

Please complete this form and return to the District Council of Robe by:

**Post:**  
PO Box 1, Robe SA 5276

**Email:**  
council@robe.sa.gov.au

**In person:**  
3 Royal Circus, Robe SA

To avoid delays, please ensure the application form is completed and all requested documentation is attached.  
Phone enquiries: 08 8768 2003

APPLICANT DETAILS			
Name ('the hirer')			
Postal Address		Postcode:	
Phone Number			
Email Address			

Hereby apply to the District Council of Robe for hire of the Robe Institute. By completing this form the applicant also agrees to comply with the General Conditions of Hire listed in this Application.

Completing this form does not constitute approval, approval is provided when the applicant is issued with an approved application and following the payment of relevant fees. To view the relevant fees and charges please visit [www.robe.sa.gov.au/documents/feesandcharges](http://www.robe.sa.gov.au/documents/feesandcharges)

**Please allow at least (5) Business Days for applications to be considered.**

We endeavour to support all reasonable requests, however in some instances the proposed use of the Robe Institute may not be deemed appropriate and therefore may not be approved.

BOOKING DETAILS	
Type of Activity: (e.g. Wedding/Event/Meeting)	
Period of Hire Requested:	Hours <input type="checkbox"/> Half Day (up to 6 hours) <input type="checkbox"/> Full Day <input type="checkbox"/> Per Weekend / 3 Days <input type="checkbox"/>
Dates of Hire period:	
Time of Hire period: (start & finish)	
Will there be a Band or Disco Machine?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will alcohol be served? (if yes, a liquor licence may be required)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you require the use of the grassed area alongside the Institute?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you be using the grassed area for a marquee?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional booking information:	

## GENERAL CONDITIONS OF HIRE

Please read the following conditions carefully and retain and refer to this information for the duration of the hire period.

1. **Described Activity** - Full details of the nature or type of booking/function/event being held must be advised at the time of booking. The Chief Executive Officer or an authorised officer has the right to refuse or cancel bookings believed to be unsuitable or inappropriate for the venue.
2. **Laws** - The permit holder will comply with all relevant laws of the Commonwealth and State and any relevant regulation or Council by-law.
3. **Licences** - The hirer, where appropriate, shall ensure that it is appropriately licensed, authorised, accredited, trained and/or registered to carry out the stated activity shown on the application.
4. **Agreement** - A hire agreement can only be entered into by a person over the age of 18 years and is not transferable. The person nominated on the hire agreement (the Hirer) is responsible for the booking and all conditions of hire.
5. **Hire Period** - Hirers must book for the total time required for their booking. This includes setting up, packing away and cleaning times. Hirers must strictly adhere to their booked times, as:
  - a. the Council reserves the right to accept booking requests from other hirers with only half hour duration between bookings; and
  - b. the Hirer will be responsible for ALL costs incurred as a result of exceeding booking times.
6. **Payment** - Full payment is required not less than 7 days prior to the booking.
7. **Cancellations** - A cancellation fee of 50% of the hire fee will apply if a confirmed booking is cancelled by the hirer within seven days prior to the hire date.

Council may cancel the booking without notice in the event of an emergency, if the venue is deemed to be unsafe or Council requires the venue for an emergency relief centre, and will;-

  - a. Refund any amounts paid by the Hirer in relation to the booking if the Hirer is without fault;
  - b. Not be liable for any loss or damage suffered as a consequence of exercising its right to cancel the booking.
8. **Bond** - Credit Card details are kept on file in lieu of a Bond, as security against non-compliance of hire conditions for all bookings. An inspection of the Institute and surrounds will be conducted after the event.
9. **Insurance & Indemnity** - Council's insurance covers one off adhoc/and occasional private hires e.g. 21<sup>st</sup> Party, Weddings, 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](http://www.localcommunityservices.com.au)

The Hirer accepts that Council's Public Liability Insurance does not cover any claims that arise out of negligent action or omissions of the Hirer arising from the use of the Facility.  
Council will not be responsible for any of the Hirer's property left on Council premises and or any persons attending any function in the facility, nor is such property covered by Council insurance.  
The Hirer agrees to indemnify and to keep indemnified the Council, its servants and agents from and 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 the hiring of the premises.
10. **Risk Management** - Dependant on the type and scale of the activity, a Risk Management Plan may be required to be submitted in relation to the Activity.
11. **Liquor Licence** - Alcoholic beverages are not to be sold on the premises without the relevant liquor licence being obtained prior to the date of hire. Hirers need to apply through The Office of Liquor and Gambling Commissioner if they require a limited liquor licence, if the following circumstances apply:-

A short term liquor licence is required when:

  - there is a sale, supply or permit of the consumption of liquor, at an event or function from which you will derive a commercial or financial benefit.
    - "Selling" liquor includes:
      - where the consumption of liquor is included in a cover charge/ticket price,
      - where entry is by donation;
      - where wine tasting is 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; and/or
      - selling alcohol by wholesale/retail.
  - Or a regulated premise
    - (a) Public place being used for an organised event with an admission charge.  
<https://www.sa.gov.au/topics/business-and-trade/liquor/apply>

12. **Food Safety & Hygiene** - It is the responsibility of *the hirer*, including community groups, to ensure anyone handling or selling food to the public has the appropriate food safety and hygiene skills and knowledge. Hirer's are to adhere to requirements of the Food Act 2001 and the Australia New Zealand Food Standards Code which set out the legal requirements for the handling and safety of food in Australia including temperature control, cleaning and sanitising and general food processing. Please note it is the hirer's responsibility to ensure all Food Safety Regulations and Standards are complied with when using the Robe Institute for the purposes of serving food. The use of food-grade sanitisers and temperature thermometers, etc is also the responsibility of the Hirer. Please contact the Council Environmental Health Officer on 8768 2003 or eho@robe.sa.gov.au for further details.
13. **Keys** - Keys can be issued to 'the hirer' the day prior to the booking. It is the responsibility of the hirer to ensure keys are collected during Council office hours, at 3 Royal Circus, Robe. Keys must be returned at the completion of the event to the Council office.
14. **Security** - Emergency Exit doors are to be used in an emergency and must be kept clear at all times. The Hirer is responsible for securing the premise before leaving the building, and must:
  - Switch of all electrical appliances, lights and heating,
  - Lock all windows and doors,
  - Return all furniture to correct positions,
  - Check all taps are turned off, and
  - Ensure all patrons have vacated the premise.
15. **Kitchen** - Removal of appliances or kitchen items from the Institute is not permitted. Any cooking oil must be disposed of away from the venue and not poured down any internal or external drains, sinks or toilets.
16. **Cleaning** - The premises are hired on a 'leave as found' basis. The hirer is responsible for ensuring the premises is thoroughly cleaned after use. Charges for additional cleaning will be passed onto the hirer 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.
17. **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 Bagot 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 and at an extra cost. A recycling bin is provided for empty bottles only.
18. **Damage** - All damages, breakages and losses must be reported to the Council as soon as practical during office hours. 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. The Council accepts no responsibility for loss or damage to the Hirer's goods or equipment during the period that such goods or equipment are lodged in the hired premise.
19. **Finish Time of Events** - All events must be finished by 12:30am, unless otherwise stated by a limited liquor licence, obtained by the hirer.
20. **Smoke Free** - The Institute is a smoke free zone and smoking is prohibited anywhere within the building.
21. **Set up Hall for Events** - Setting up and putting away of chairs and tables will be the responsibility of the hirer. To avoid floor damage on the Institute stage, carpet should be used if setting up equipment.
22. **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.
23. **Noise** - The hirer has an obligation to minimize the impact of noise to the surrounding residential area.
24. **Floor** - 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.
25. **Piano** - 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.
26. **Inspection** - Authorised Officers of Council shall have right of entry and inspection at all times.
27. **Signage** - Signage shall be in accordance with Councils Moveable Signs By-Law.
28. **Weekend Hire** - Events that are held over the weekend, must ensure that the toilets at the Library/Visitor Centre end are cleaned before 10am on Sunday.

**PUBLIC LIABILITY INSURANCE**

If *the hirer* is not covered by Council’s adhoc/and occasional private hires insurance cover, as defined in the General Conditions of Hire, ***the hirer must hold and keep current \$20 Million public liability insurance for the duration of the hire period.***

*The hirer* must provide a copy of the Certificate of Currency in the name of *the hirer* to Council before the application will be approved, insuring *the hirer* for the minimum sum of **twenty million dollars (\$20,000,000)** against all actions, costs, claims, damages, charges, and expenses whatsoever, which may be brought, made, or claimed against *the hirer* in relation to the activity. If insurance expires during the hire period, *the hirer* must provide a copy of the updated policy prior to expiry. Failure to do so will result in the approved application being cancelled upon the expiry of the Public Liability Insurance.

Does this policy exclude any products or services which you are providing?      Yes       No

If Yes, please detail the excluded elements:

Policy Holder Name:			
Insurer Name:		Sum Insured:	
Expiry Date:	___/___/202__	Certificate of Currency MUST be attached	

**APPLICANT DECLARATION:**

- Acknowledge that I have read, understand and agree to abide by the General Conditions of Hire, and that these conditions of hire apply to any person[s] and/or firm engaged by myself in relation to the stated booking.
- Agree to pay the applicable fee if the application is approved.
- Agree to be held personally responsible for any claim arising from damage, neglect or non-compliance.
- Acknowledge that as ‘the hirer’, I must indemnify and keep indemnified the Council against all actions, costs, damages, charges and expenses whatsoever which may be brought or made or claimed against them arising out of or in relation to the approval of this application.
- Understand that I am responsible for ensuring the public liability insurance policy remains current for the duration of the hire period (if applicable).
- Agree to ensure that the Institute is cleaned after use and will be ‘left as found’, with all furniture returned to where it was found, carpets are rolled out, kitchen and bathrooms are cleaned and that all rubbish is placed in outside bins and bins are put out on the curb.

Applicant’s Name: \_\_\_\_\_

Applicant’s signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

**OFFICE USE ONLY**

<b>MANAGEMENT APPROVAL (This approval then constitutes a Permit)</b>	
Application Decision:	Approved / Declined
Risk Management Plan Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Liquor Licence Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Public Liability Insurance Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
SA Police Safety Assessment for crowded places Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Conditions which will apply? (if yes, list below):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Authorised Officer	
Position	
Signature	
Date	

<b>PAYMENT</b>			
<b>DISTRICT COUNCIL OF ROBE   TAX INVOICE</b> ABN: 26 597 040 498 [upon payment this docket becomes your tax invoice – GST included]			
Total Hire Fee Due	\$ _____		
Payment Method	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 permit commencement.			
<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 conditions of hire in this application.			

<b>POST APPROVAL CHECK LIST</b>		
Application Completed, Signed and Copy Forwarded to Applicant	Yes	No
Completed Application Saved to Electronic Records Systems	Yes	No
Relevant Fee has been Paid	Yes	No
Dates of Use entered into Calendar	Yes	No
Name of Officer:	Position:	
Signed:	Dated:	

## Robe Institute Details

**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 (Mundy Terrace).

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

The Robe Institute can be booked for any private function including weddings, special events, private dinners, meetings or performances. It can also be booked for Events, subject to approval and applicable supporting documents being provided.

### Map of Robe



**Hall Capacity** - Total seating available is 140 chairs, which are not to be removed from the building. Twenty trestle tables are available. The floor area of the main Institute Hall including the stage is 254m<sup>2</sup> (Hall floor alone is 200m<sup>2</sup>). The Institute Hall height is 10.2 metres.

**Parking and Accommodation** - Plenty of off-street parking and accommodation is available within walking distance of the Institute.

**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 vacuum cleaner, mop and bucket are available for use in the storage room. 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.

**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 Team Leader (0428 854 059) regarding the location of the irrigation lines.

**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.

**Piano** - Hirers wishing to use the Alex Steinbach piano must indicate their requirement at the time of booking. Please do not move the piano without permission.

