



Glamorgan Spring Bay Council

Application to utilise Council Facility – Rec Grounds etc

I _____
(Name)
for and on behalf _____ hereinafter called the “permit holder”
(Organisation, Business, Group)
of Address _____
of Telephone _____
Hereby make application to the **The Glamorgan Spring Bay Council**
(Council)
to use the _____
(Location of Council Facility / Land)
for the purpose of _____
(Name of the activity)

Term of Permit

The Permit shall be for the term of _____
(Days / Months)
commencing on the _____ day of _____
(eg 3rd/4th) (Month)
201_____ and expiring on the _____ day of _____ 201_____

Use of Facility

Details of Specific Date(s), Time(s) and Event :

The issuing of this permit is subject to:-

- 1 The permit holder agreeing to the General Conditions of the permit as contained herein.
- 2 The permit holder agreeing to all Special Conditions which the Council may determine.
- 3 The Permit Holder paying the prescribed fee of \$ _____ to hire facility & \$ _____ for public liability cover.
A tax Invoice will be provided.

- 4 The Permit Holder providing a copy of all appropriate insurances as required by Council.
- 5 All electrical equipment brought on site is "Tested & Taged" in accordance with AS/NZS 3760: 2003
- 6 This permit being signed by a Council representative.
- 7 If alcohol is to be served or available a "RESPONSIBLE OFFICER" must be appointed.
(Refer to notes 4 & 16)

General Conditions of Permit

- 1 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.
- 2 The permit is not transferable.
- 3 The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
- 4 Alcohol consumption will be prohibited without the prior permission of Council. If applicable this should be indicated above as part of the event details. If as part of your event you intend on selling liquor on Council's premise, you must firstly obtain a liquor license from the Commissioner of Licensing (Launceston 6777 2777 or Hobart 6166 4040). Once obtained a copy of this license needs to accompany this application.
- 5 No adhesive tape, bluetack or drawing pins shall be used on walls or ceilings (if applicable). If suitable anchors are provided, decorations may be hung from them (if applicable).
- 6 No polish, floor speed or other material is to be used on the floor without the prior written approval of the Council who shall reserve the right to refuse the same (if applicable)
- 7 The permit holder shall ensure that any breakages of glass or spillage of food or drink are cleaned up immediately.
- 8 At the completion of the function, all toilets must be cleaned, floors must be swept, tables, chairs and other furniture placed in their original positions (if applicable) and all areas cleaned to the satisfaction of Council. Failure to do so may result in cleaning fees being charged.
- 9 All litter resulting form any function must be removed from the hall (if applicable) and adjoining Council property before 12.00 noon the following day.
- 10 The permit holder shall ensure that all doors and windows are securely fastened and lights extinguished when leaving the hall (if applicable).
- 11 The use of the property may be granted up to 24 hours prior to the time of hire for decorating purposes subject to other bookings during that period.
- 12 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, Council may repair and/or replace and recover the costs from the permit holder.

13 Normal hire charges may be applied if a cancellation is not received at the Council office at least seven days prior to the reserved date.

14 This permit may be revoked by Council if the permit holder fails to comply with a condition of the permit and may be revoked in any other justifiable circumstance.

15 As discussed, as the operator you are responsible for ensuring any other contactor or sub-contractor have public liability insurance in place, indemnifying Council of any claim which may result from this event.

16 (a) Will Alcohol be served or available – Please circle - YES NO

(b) Who is the “Designated Person” responsible for alcohol on the site –

Print name.....

(c) “Responsible Serving of Alcohol” – Please indicate what measures will be put in place –

.....
.....
.....

(d) Duties of RESPONSIBLE OFFICER – Ensure compliance with Permit Conditions and Legal Requirements.

17 Will any activities involving aircraft, helicopters or skydiving take place? YES NO

I acknowledge that I have read and understand the permit conditions and agree to abide by the said conditions.

Signed for and on behalf of the permit holder

Name _____ Date _____
Position _____ Signature _____

Signed by or on behalf of the Council

Name _____ Date _____
Position _____ Signature _____

Council Authorisation				
Insurance	Yes / No	Permit Approved/Denied	Fee	\$
Signed	_____	Date	_____	_____