



# Glamorgan Spring Bay Council

## Application to utilise Council Facility – Casual Hall Hire

I / We, \_\_\_\_\_  
(Responsible Person/s)

for and on behalf \_\_\_\_\_ hereinafter called the “permit holder”  
(Organisation, Business, Group)

of Address \_\_\_\_\_

of Telephone / Email contact \_\_\_\_\_

hereby make application to **GLAMORGAN SPRING BAY COUNCIL**

to hire the \_\_\_\_\_  
(Name of Council Hall / Building)

for the purpose of \_\_\_\_\_  
(Type of activity)

Date of Event	/	/ 20__	between the hours of	am/pm	and	am/pm
Hire Period	/	/ 20__	at	_____am / pm	to	/ / 20__ to _____am / pm

Will alcohol be served or available?	Please circle	YES	NO
Who is the “Designated Person” responsible for alcohol on site?	Print name –		
“Responsible Serving of Alcohol” – Please indicate what measures will be put in place -			

### Hall Capacity:-

Maximum number of persons allowed attending an event \_\_\_\_\_  
(as per Occupancy Permit – Form 13)

Maximum seated \_\_\_\_\_ Maximum seated at tables \_\_\_\_\_

### 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 agreeing to comply with the maximum Occupancy for the building.
- D. The permit holder paying the prescribed fee prior to key issue.
- E. The permit holder providing all appropriate insurance as required by Council.
- F. If alcohol is to be served or available, a “RESPONSIBLE OFFICER” must be appointed. (Refer notes 4 & 5)  
A copy of the license needs to accompany this application
- G. This permit being signed by a duly authorised representative of Council.

### **General Conditions of Permit**

The permit holder, in paying the prescribed fee of \$.....will be covered by a general public and products liability insurance policy.

The permit holder agrees to pay the prescribed fee of \$..... to hire the Council facility.

**All associated fees are to be paid in FULL prior to key issue.**

## GENERAL CONDITIONS

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 6336 2261 or Hobart 6166 4040).*  
**Once obtained a copy of this license needs to accompany this application.**
5. Duties of the "RESPONSIBLE PERSON" is to ensure compliance with Permit conditions and legal requirements.
6. No adhesive tape, bluetack or drawing pins etc shall be used on walls or ceilings. If suitable anchors are provided, decorations may be hung from them.
7. No polish, floor speed or other material is to be used on the floor without prior approval of the Council who shall reserve the right to refuse the same.
8. Heating / cooling air-conditioners in buildings only to be used **one hour prior to formal event, during the event and one hour following the event.** Units to be OFF at all other times.
9. 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; and all areas cleaned to the satisfaction of Council.  
**Floors to be washed using the equipment provided after functions that serve food and/or drinks.**  
Failure to do so may result in cleaning fees being charged. Any breakages or faults must be reported to the Council.
10. All litter resulting from any function must be removed from the hall and adjoining Council property prior to key return.
11. The permit holder shall ensure that all doors and windows are securely fastened and lights extinguished when leaving the facility.
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 five 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. If, during the course of the hire an emergency arises, contact must immediately be made to one of the following Council employees:  
  
*Lona Turvey or Tony Pollard (03) 6256 4777*
16. The Permit Holder will within 12 hours or ASAP after the conclusion of the hire period, return all keys as provided to the Glamorgan Spring Bay Council.

**AUTHORISATION**

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 on behalf of the Council**

Name _____	Date _____
Position _____	Signature _____

**Council Authorisation**

*Fee Calculation:* \_\_\_\_\_

**TOTAL FEE:** \_\_\_\_\_

*Permit:* Approved / Denied      *Date:* .....

*Signed:* .....

**PLEASE RETURN THIS FORM TO:**

**Glamorgan Spring Bay Council**  
Attention: Lona Turvey  
PO Box 6  
**TRIABUNNA 7190**

Telephone 6256 4777  
Email: lona@freycinet.tas.gov.au