

Before completing this form please contact Council on 8935 9922 to check the booking time and date you require is available. Please allow 48hrs for processing of all bookings. Please tick the appropriate boxes relating to your booking and fill out all relevant information.

SECTION 1 - YOUR DETAILS		CUSTOMER TO COMPLETE
Name:		
Company/Group:		
Residential/Company/Group Address:		
Postal Address:		
Phone:		Mobile:
Email Address:		
SECTION 2 - FACILITIES		CUSTOMER TO COMPLETE
Open Spaces for Use	Halls for Hire	
<input type="checkbox"/> Sanctuary Lakes	<input type="checkbox"/> Gray Community Hall	
<input type="checkbox"/> Marlow Lagoon	<input type="checkbox"/> Driver Family Resource Centre	
<input type="checkbox"/> Joan Fejo Park	<input type="checkbox"/> Other (Please Specify)	
<input type="checkbox"/> Other		
Special Requirements:		
<input type="checkbox"/> Vehicle Access (No vehicle Access will be permitted between November and May)		
<input type="checkbox"/> Added Structures (Please Specify)		
<input type="checkbox"/> Power		
<input type="checkbox"/> Use of Portable BBQ		
<input type="checkbox"/> Water		
<input type="checkbox"/> Other (Please Specify)		

TO BE PLACED IN CUSTOMER SERVICE IN TRAY PRIOR TO COLLECTION

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SECTION 3 – BOOKING DETAILS		CUSTOMER TO COMPLETE
Single Booking	Recurring Booking	
<input type="checkbox"/> Personal	<input type="checkbox"/> Personal	
<input type="checkbox"/> Community Organisation/Not for Profit Group	<input type="checkbox"/> Community Organisation/Not for Profit Group	
<input type="checkbox"/> Business/Government	<input type="checkbox"/> Business/Government	
Activity Date:	Date From:	
Activity Time:	Date To:	
Duration (hrs):	Time(s):	
Number Attending:	Duration (hrs):	
Proposed Activity:	Day(s) Required:	
Details:	Number Attending:	
	Proposed Activity:	
	Details:	
SECTION 4 – PERMITS		CUSTOMER TO COMPLETE
Party Smart Form submitted to Police & copy attached <i>(if required)</i>	<input type="checkbox"/> Liquor permit application completed and attached	
Please attach Certificate of Currency for Public Liability of \$10 Million or more where requested		
SECTION 5 – BANK DETAILS FOR RETURN OF DEPOSIT		CUSTOMER TO COMPLETE
Refund Method: <input type="checkbox"/> Cheque <input type="checkbox"/> EFT	Account Name:	
Bank:	Branch:	
BSB:	Account Number:	
SECTION 6 – TERMS AND CONDITIONS		CUSTOMER TO COMPLETE
Please refer to the Terms and conditions on the back of this form.		
I am 18 years or older, and am authorised to sign on behalf of the above hirer. I have read, understood and accept the terms and conditions.		
Signature:	Date:	

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FACILITIES BOOKING FORM

OFFICE USE ONLY			
SECTION 7 - AUTHORISATION FOR FACILITY USE & RELEASE OF KEY(S) COUNCIL EMPLOYEE TO COMPLETE			
Name:		Position:	
Approval of Facility Use: <input type="checkbox"/> YES <input type="checkbox"/> NO		Permit Expiration:	
Reason for Release of Key(s):			
Date Key is Required:		DATE OF KEY RETURN:	
SECTION 8 - KEY DETAILS		CUSTOMER TO COMPLETE	
Key #	Key Identifier	Description	Date Out
SECTION 9 - PAYMENT DETAILS		COUNCIL EMPLOYEE TO COMPLETE	
Hire Fee (Inc. GST):		Damage/Cleaning Deposit: <input type="checkbox"/> Deposit Carried Over:	
Key Deposit: <input type="checkbox"/> Deposit Carried Over:		Total Amount Payable:	
SECTION 10 - RELEASE OF KEY(S)		CUSTOMER SERVICE OFFICER TO COMPLETE	
Employee Name:		Date:	
Company of Key Holder:		Amount:	
Key Holder Signature:		Key Register Updated? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SECTION 11 - KEY(S) RETURNED		CUSTOMER AND CUSTOMER SERVICE OFFICER TO COMPLETE	
Employee Name:		Returned in original condition? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Key Holder Signature:		Date:	
Key Register Updated? <input type="checkbox"/> YES <input type="checkbox"/> NO		Employee Signature:	
Refund Approval: <input type="checkbox"/> YES <input type="checkbox"/> NO		Refund Amount:	
SECTION 12 - DAMAGE/CLEANING DEPOSIT REFUND		COUNCIL EMPLOYEE TO COMPLETE	
Employee Name:		Reason Deposit Withheld:	
Employee Signature:		Date:	
Refund Approval: <input type="checkbox"/> YES <input type="checkbox"/> NO		Refund Amount:	
SECTION 13 - TOTAL REFUND		CUSTOMER SERVICE OFFICER TO COMPLETE	
Employee Name:		Total Amount to be Refunded:	
Employee Signature:		Date:	

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CONDITIONS OF KEY RELEASE

1. The hirer unconditionally agrees to return the key(s) if it is requested to be returned by Council and otherwise when the period applied expires, as listed above.
2. The hirer will immediately inform Council if the key is lost.
3. The hirer accepts that they may be personally liable for the cost of replacing the key.
4. The hirer will keep the key(s) secure and not tag it in a way that would easily identify the key's use, and will comply with Council's Keying System Policy.
5. The hirer understands they may be held liable for replacing all locks that can be opened with that key if the key is lost or otherwise compromised and Council considers this is necessary to maintain security – if the key is a master key the cost of replacing the locks could include all locks in multiple buildings.
6. The hirer accepts that they are not to replace or alter any Council lock without written Council approval. Failure to comply will result in the locks being removed and replaced with a Council lock and will be liable for the costs incurred.
7. The hirer agrees to inform Council immediately should there be any change of details or designation of the key holder.
8. The hirer agrees that keys shall be used for the purposes in which they are issued or for other approved Council purposes only.
9. Keys will not be released until deposit and any hire fees have been paid.

INFORMATION & CONDITIONS OF USE – PARKS AND OPEN SPACES

1. Fees and Charges as specified in the City of Palmerston Fees and Charges schedule.
2. Permit holder is responsible to pick up and remove any litter.
3. Permit holder is responsible to restore any damage to Council property.
4. If Permit holder fails to carry out conditions 2 and 3 as above, work will be done by Council at the cost to the permit holder.
5. Vehicles taken into reserves must be removed once unloaded and the gate closed.
6. No star pickets or stakes are to be entered into the ground without permission.
7. All relevant Acts, Regulations, By-laws and Council Policies must be adhered to.
8. This application does not ensure exclusive use of nominated facility/ location.
9. Activities conducted must take into account that the facilities are public spaces frequented by persons of all ages and genders.
10. Alcohol:
 - a. Marlow Lagoon – may be consumed between the hours of:
 - i. Monday to Friday 4pm – 10pm
 - ii. Weekends & Public Holidays 10am – 10pm
 - b. Other facilities and outside of these hours, request authority to apply for a Special Event Permit for a Public Restricted Area to consume liquor during this booking.
11. Please allow up to 10 business days for refund of deposit. Deposits can only be refunded by cheque or EFT.

INFORMATION AND CONDITIONS OF USE – COMMUNITY HALLS

1. Fees and Charges as specified in the City of Palmerston Fees and Charges schedule.
2. Hirers are liable for any costs incurred during a booking, as a result of damage to the property or furniture.

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3. Phones at the facility are for emergency use only.
4. A No Smoking policy applies in all Council facilities, including the Gray Community Gardens outside Gray Hall.
5. Cleaning materials are located in the kitchen. Broom, mop etc. are located in the Facilities Cupboard.
6. Clean-up must occur immediately after each activity and within the booked times. User must, at the conclusion of each session, inspect the Hall, including the toilets and accessible storage areas, and any tables and chairs used, and clean any spills, food, drink, mess, litter or graffiti that has occurred during their use of the hall.
7. The hirer is responsible for removing any litter caused by the booking. Litter can be disposed of in any garbage receptacles near the facility but not left in the bins inside.
8. All decorations must be removed as part of clean-up, and ensure that no damage has occurred to the facility or fixtures such as fans, paintwork, walls, brochure racks, signage or furniture.
9. Removal of signage or brochure racks from walls, the fixing of decorations to the walls with adhesive, and the use of helium balloons are strictly prohibited in Council's halls.
10. Vinyl floor areas can be swept with the broom and mopped. Wooden floors may be swept with the broom and wiped clean as required.
11. If the hirer fails to carry out conditions 6 to 10 above, the work will be done by Council at the cost to the Hirer.
12. Graffiti/damage clean up and reporting: If mess or graffiti or damage is encountered on entry to the hall it is important that a call is made to Community Services (8935 9929) to report this immediately.
13. At the end of the booking, all furniture and appliances must be restored to their original position. All items brought onto the premises by the hirer must be removed by the end of the booking, unless stored on the premises as agreed to in writing by Council. The ownership of any property stored on site by the hirer should be clearly marked.
14. No permanent item may be attached to any wall in any manner without Council approval.
15. The Hall air conditioner does not operate if set for less than 18 degrees. The timer is set for 3 hours after which it will turn off. At the conclusion of your session, please turn off the air conditioner as well as all fans.
16. The hirer is responsible for ensuring the security of the facility at all times. This includes all doors, windows and gates.
17. All food and drink consumed at a function must be supplied by the hirer.
18. Wheeled tables must not be taken outside for any purpose.
19. Authority must be sought from Council to apply for a Special Event Permit for a Public Restricted Area to consume liquor during this booking.
20. The hirer must not undertake any unlawful activities or business within or involving the hired facility.
21. Area parking must not contravene any traffic regulation.
22. Any complaint arising from the use of the facility including excessive noise may lead to the refusal of future facility usage.
23. For any other information regarding bookings or hire charges outside this agreement please contact the Community Services Team on 8935 9922.
24. For concerns regarding the condition of the premises (*maintenance requirements, cleanliness etc.*) contact the Community Services team on 8935 9922.
25. The Harvest Corner Community Garden is under development outside the Gray Hall. Please be aware that this is a non-smoking area and that children playing outside must be supervised.

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25. The Harvest Corner Community Garden is under development outside the Gray Hall. Please be aware that this is a non-smoking area and that children playing outside must be supervised.
26. Gray Hall: Access to toilets for Community Garden members may occur during scheduled bookings.
27. A defibrillator is installed at each Council facility. An alarm sounds when the door is opened but stops when door is closed.
28. Booking deposit must be paid in advance of any booking and before the key can be collected.
29. All block bookings must be paid for regardless of actual use. Cancellation of sessions cannot be made within a block booking.
30. During the term of the agreement fees and charges may be increased. The hirer will be provided four weeks' notice if this occurs.
31. Any changes to these terms will not be recognised unless notified to Council's Community Development Officer and agreed to by Council.
32. Single sessions and short term bookings must be paid in advance of the booked session. Rental for block bookings must be paid to City of Palmerston upon receipt of invoice.
33. Please allow up to 10 business days for refund of deposit. Deposits can only be refunded by cheque or EFT.

**FAILURE TO COMPLY WITH THE ABOVE CONDITIONS MAY RESULT IN LOSS OF CLEANING/
SECURITY AND KEY DEPOSITS AND REFUSAL OF FUTURE FACILITY USE.**

12 MONTH HALL BOOKINGS ONLY

Termination

1. Either party may terminate this Agreement at any time by advising the other in writing giving 4 weeks clear notice of any intention to vacate the premises.
2. In cases of termination of this Agreement, City of Palmerston will be under no obligation to provide any cash reimbursement or alternative premises.
3. Should terms and conditions of this Agreement not be met by the Hirer, City of Palmerston may advise the Hirer in writing, giving 1 weeks' notice of any such termination.
4. City of Palmerston enters the Agreement, however, on the basis that the Hirer will not be given notice unless a major breach of the Agreement occurs and no acceptable action is taken to remedy the situation.
5. All block bookings must be paid for regardless of actual use. Cancellation of sessions cannot be made within a block booking.

Storage Conditions

1. Council has allocated space equitably.
2. The hirer must use only the space as allocated to store any and all items belonging to the hirer
3. No items may be stored in the common areas of the hall, kitchen or toilet areas.
4. All non-stored items belonging to the hirer must be removed at the end of the scheduled session.
5. All loose, small or other items that have the potential to spill must be stored in suitable tubs or lidded containers so that any spills are contained.
6. All non-perishable food items must be stored in lidded containers to reduce the risk of vermin.
7. The hirer is responsible for care and maintenance of the storage unit. If Council is required to repair or clean units as a result of hirer's activities, this must be paid for by the hirer.

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8. Gray Hall: Codes for each storage unit are unique. The hirer agrees to limit knowledge of their code for security reasons. If a hirer feels that security of their storage unit is at risk their code can only be altered by a City of Palmerston Community Development Officer.
9. No additional chain, padlocks etc. may be added to the storage units.
10. City of Palmerston reserves the right to open and inspect any hirer's storage unit if deemed necessary for OHS or security reasons, if no immediate contact can be made with the hirer or alternative contact.
11. Prohibited storage items:
 - Perishable food (*short term storage in kitchen fridge only*)
 - Dangerous goods (*chemicals, poisons, combustible substances*)
 - Wet items for the purpose of allowing these to dry e.g. Cleaning cloths, artwork

Users must supply at least two contact numbers, preferably for at least two contact persons and for use during and outside work hours.

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