Hire Form

Regatta Centre

MC900411306[1]Before printing this document; you can choose to complete it by,

1. Printing and manually filling in the form, or
2. Filling it in by clicking in the answer fields and typing your response. Then, saving the document on your computer and attaching it to an email.

## STEP 1

Complete the form on the following page, then forward it to:

|  |  |  |
| --- | --- | --- |
| **Email** | **Mail** | **Deliver** |
| Libby Webster | Libby Webster | Libby Webster |
| Economic Growth Officer | Economic Growth Officer | Economic Growth Officer |
| [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au) | Strathbogie Shire Council | Strathbogie Shire Council |
| 1800 065 993 | PO Box 177 | 109A Binney Street, Euroa |
|  | Euroa VIC 3666 | Mon – Fri 9:00am – 5:00pm |

## STEP 2

The Economic Growth Officer will contact you to let you know if the function space is available.

## STEP 3

Make payment for the function space plus the bond fee to the Strathbogie Shire Council to confirm the booking. Payment can be made by:

**Credit Card**

* Over the phone
* In person

**Cheque**

* Mail
* In person

**Cash / EFTPOS**

* In person

REGATTA CENTRE

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 1 – YOUR CONTACT DETAILS** | | | | | | | |
| **Your name** |  | | | | | | |
| **Organisation** |  | | | | | | |
| **Address(include user group(s))** |  | | | | | | |
| **Email** |  | | | | | | |
| **Mobile** |  | | | | | | |
| **Phone (b/h)** |  | | | **Phone (a/h)** | |  | |
| **SECTION 2 – THE EVENT** | | | | | | | |
| **Event name** | |  | | | | | |
| **Type of Event** | | 🞏 Meeting | | 🞏 Conference | | | |
| 🞏 Sporting event | | 🞏 Training session | | | |
| 🞏 Other (please state) | | | | | |
| **Date event commences** (including set up) | |  | | **Date event concludes**  (including pack up) | | |  |
| **Time event commences** | |  | | **Time event concludes** | | |  |
| **Expected attendance** | |  | | | | | |
| **Is catering required?** | | 🞏 Yes 🞏 No | | | | | |
| **Will alcohol be sold?** | | 🞏 Yes 🞏 No  All events planning on selling alcohol must apply for a Temporary Liquor Licence from Department of Justice [www.vcglr.vic.gov.au/home/liquor/](http://www.vcglr.vic.gov.au/home/liquor/)  All Temporary Liquor Licence applications must specify that they will not be serving alcohol in glass containers and that the persons serving the alcohol have a RSA certificate and the licence is displayed at the event. | | | | | |
| **SECTION 3 – FEES (**Any request to waive fees must be made in writing to the Director of Corporate & Community) | | | | | | | |
| **Training Camps**  This fee is inclusive of storage for boats in the boatshed, however boatshed availability is strictly first in, best dressed. | | | | | **Groups of < 50 people** | | **Groups of > 51 people** |
| 🞏 $59 per day | | 🞏 $117 per day |
|  | | | | | **Half Day Hire (4 hours)** | | **Full Day Hire (8 hours)** |
| **Downstairs Function area** Non-staffed | | | | | 🞏 $70 | | 🞏 $163 |
| **Upstairs Conference area** Non-staffed | | | | | 🞏 $70 | | 🞏 $163 |
| **Kitchen - commercial** (if selling) | | | | | 🞏 $117 | | 🞏 $233 |
| **Kitchen - private function** | | | | | 🞏 $59 | | 🞏 $117 |
| **Boatshed** (showers & toilets) | | | | | 🞏 $59 | | 🞏 $117 |
| **Entire Regatta Centre Building (not incl. kitchen)** Non-Staffed | | | | | 🞏 $187 | | 🞏 $374 |
| **Peninsular** | | | | | 🞏 $467 | | 🞏 $934 |
| **Entire Venue** Non-Staffed | | | | | 🞏 $583 | | 🞏 $1167 |
| **Total Fee** (fees include GST) | | | | | $ | | |
| **SECTION 4 – INSURANCE & CERTIFICATES** | | | | | | | |
| **Have you attached your**  **Public Liability Insurance?** | 🞏 Yes 🞏 No | | Please attach your Certificate of Currency for your current Public Liability Insurance. Insurance cover must be for a minimum of $10 million. | | | | |
| **Have you attached your Food Supervisor Certificate?** (if app) | 🞏 Yes 🞏 No | | If you are hiring the kitchen, please attach your current Food Supervisor Certificate. | | | | |
| **SECTION 5 - APPLICANT** | | | | | | | |
| I hereby make application for the premises set out in the Schedule to this application for the day/s and the times specified in the Schedule and I acknowledge having received and read a copy of the Conditions of Hire and undertake to be bound by and comply with these Conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with the Conditions. | | | | | | | |
| **Name** |  | | | | | | |
| **Signature** |  | | | | | | |
| **Date** |  | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ROOM CAPACITY / LAYOUT** | | | | |
|  | **Cocktail** | **Theatre Style** | **Meeting** | **Banquet** |
| **Downstairs** | 110 | 90 | 50 | 70 |
| **Medical Centre** | n/a | n/a | 8 | n/a |
| **Upstairs** | 70 | 70 | 70 | 50 |
| **Commentary Room** | n/a | n/a | 12 | n/a |
| **Judges Tower** | n/a | n/a | 12 | n/a |

CONDITIONS OF HIRE

### For Occasional Hire

The Council grants the hire of the Lake Nagambie Regatta Centre subject to the following conditions:-

1. APPLICATION

The right to use the facility is subject to Council receiving an application in the required form signed by the proposed hirer undertaking to comply with these conditions. If the proposed hirer is a club, the application must include the personal undertaking by the President and Secretary of the Club.

1. HIRE/USAGE FEES

Hire fees shall be in accordance with the Schedule prepared by the Council and shall be payable two (2) weeks prior to the date of the function.

1. CANCELLATION OF BOOKING

Any cancellation of a booking for the hire of the premises shall be made at least fourteen (14) days prior to the date of the function otherwise a cancellation fee of 25% of the scheduled fee may be levied. Any cancellation within 24 hours prior to the date of the function may result in a cancellation fee of 50% of the scheduled fee.

1. INSURANCE

The hirer will provide a certificate of currency for insurance for the entire event, to the Strathbogie Shire Council prior to the event.

1. CONTENTS INSURANCE

Council does not insure any property belonging to hirers.

1. PERMISSION TO OCCUPY

(a) The hirer shall only be entitled to the use of the particular part or parts of the building hired on the date set out in the Schedule to the application and Council reserves the right to permit any other portion of the building to be hired for any other purpose at the same time.

(b) The right conferred on the hirer shall be a permission to occupy and shall not be construed as a tenancy. Nothing contained in these conditions shall confer on a regular hirer the right to exclusive possession and Council may, at its discretion, allow other individuals and groups to have casual use of the premises.

1. ASSIGNMENT

Hirers that are granted permission to use the facility shall not assign the right of use to any other person, organization or body (including keys and key safe code).

1. THEFT

Neither the Council nor its servants shall be liable for any loss or damage sustained by the hirer or any person, firm or corporation entrusting to or supplying any article or thing to the hirer for reason of any such article or thing being lost, damaged or stolen. The hirer hereby indemnifies the Council against any claim by any such person, firm or corporation in respect of such article or thing.

1. CLEANLINESS

The hirer is responsible for leaving the premises in a clean and tidy state and shall remove all rubbish, refuse and waste matter immediately from the building and dispose of it in the bins provided outside. Any cost incurred by Council in cleaning the premises resulting from the condition in which the hirer left the premises shall be recoverable from the hirer.

1. DAMAGES

(a) The floors, walls, blinds or any other part of the building or any fittings or furniture shall not be broken, pierced by nails or screws or in any other way damaged.

(b) The hirer shall accept full financial responsibility for damage to Council property except for normal wear and tear.

1. SIGNAGE

No notice, sign, advertisement, scenery, fittings or decorations of any kind shall be erected on the building or attached or affixed to the walls or any other portion of the building, fittings or furniture, without prior written consent of the Council.

1. SMOKING

Smoking is not permitted in the building or within 5m of doorways. All butts must be disposed of in the bins provided.

1. DISPUTES

In the event of any dispute or difference arising as to the interpretation of these conditions, or of any matter or thing contained therein, the decision of the Council thereon shall be final and conclusive.

1. SAFETY REGULATIONS

Upon arrival, all user groups must take note of all Fire Exits, Fire Extinguishers and Emergency Procedures provided within the facility so that they are fully informed in the event of an emergency. Dial 000 in an emergency.

**Payment:**Please make cheques payable to:

Strathbogie Shire Council

P.O. Box 177

Euroa VIC 3666

ABN No. 50 882 781 013