

APPLICATION TO HIRE COMMUNITY FACILITIES

Isaac Regional Council is collecting personal information you supply on this form in accordance with the *Information Privacy Act 2009*. Your personal information will be used by Council officers who have been authorised to do so. The information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information will be handled in accordance with the *Information Privacy Act 2009*.

APPLICANT DETAILS

NAME	
POSTAL ADDRESS	
PHONE	
EMAIL	
COMPANY NAME	
ABN NUMBER	
ARE YOU A NOT-FOR-PROFIT ORGANISATION?	<input type="checkbox"/> Yes (provide certificate) <input type="checkbox"/> No
SITE FACILITATOR CONTACT DETAILS	Name
	Phone

EVENT DETAILS

EVENT LOCATION	
EVENT DESCRIPTION	
ROOM PREFERENCE	
NUMBER OF ATTENDEES	

Please Note: Any changes to the number of attendees must be notified to council at least five (5) days prior to the event.

Start Date		Entry Time		Event Start Time	
Finish Date		Event End Time		Exit Facility Time	

Please Note: Any set up or entries outside the hours specified or after the event, may incur additional charges.

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CATERING

Please Note: Catering services are available only at Moranbah and Dysart; complete this section. If external catering is required, please complete the External Catering section.

CATERING REQUIRED	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
	<input type="checkbox"/> Morning Tea	<input type="checkbox"/> Afternoon Tea	<input type="checkbox"/> Continuous Tea/Coffee

If you have selected catering services, a Centre officer will contact you to discuss Menu options

EXTERNAL CATERING

Do you intend on selling or serving food?	<input type="checkbox"/> Yes (please see below)	<input type="checkbox"/> No	
IF YES	<input type="checkbox"/> Free, pre-packaged food	<input type="checkbox"/> Sold by Vendor	
IF VENDOR	Name of Vendor	Food Licence Number	Vendor contact number

Please note: If a temporary food licence is required or other information is required, contact Council's Environmental Health Officer on 1300 ISAACS (472 227)

ALCOHOL

Please note: Moranbah Community and Dysart Civic centres are licensed facilities. Council is by law, the sole authorised party permitted to supply alcohol at these facilities. No alcohol is to be brought on to or taken away from the premises. Failure to comply with this regulation will result in immediate expulsion of the offender, and/or termination of the event.

WILL ALCOHOL BE CONSUMED AT THIS EVENT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
DO YOU REQUIRE THE CENTRE TO SUPPLY AND SELL ALCOHOL FOR YOUR EVENT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ARE YOU PROVIDING OR SELLING ALCOHOL AT THIS EVENT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please note:

- If you intend selling or supplying alcohol during the hire of a Council facility, you may need to obtain a liquor permit. Liquor licences and permits are obtained through the Office of Liquor, Gaming and Racing on 13 13 04.
- If service of alcohol is required at an unlicensed facility, confirmation and bond payment must be received a minimum of twenty-eight (28) days prior to the event.

PUBLIC LIABILITY INSURANCE

Council Community Halls and Centres are made available for the use by the general public for a wide variety of purposes essential for local communities. In making Council facilities available for public use, Council needs to be mindful of the fact that, Council is legally bound to ensure these facilities are in a reasonably safe condition and are suitable for the purpose for which they are intended to be used. Council currently has a Casual Hirer's Insurance, which provides liability cover to users (known as third parties) who hire Council facilities. This insurance covers hirers who:

- Are non-commercial hirers
- Are not incorporated
- Are irregular users
- Hire the facility a total or no more than twelve (12) days over a twelve (12) month period

Council's insurance does not cover casual hirers (known as third parties) if they fall into the following categories:

- Incorporated bodies (including clubs)
- Sporting clubs
- Associations (including not-for-profit organisations)
- Where a fee or charge is applied, even if no profit is made or the profit is donated to charity

Should Council's facilities be hired to a third party who is not defined as a casual user, a Certificate of Currency for Public Liability Insurance of no less than \$20,000,000.00 (twenty million dollars) must be presented to Council upon application. If the hirer is unsure of whether they are a business or casual hirer for the purpose of this application, please refer to the Isaac Regional Council's policy, Public Liability Insurance Requirements for Hire of Council Facilities or contact Council on 1300 ISAACS (472 227).

CASUAL HIRER DECLARATION – PUBLIC LIABILITY INSURANCE

The Casual Hirers Liability is restricted to hirers who can be described as non-commercial, not incorporated and irregular users of Council facilities. Casual Hirers are further defined as third parties who hire Council facilities for no more than a total of twelve (12) days over a twelve (12) month period. No cover is provided for incorporated bodies (including clubs), sporting clubs, associations (including not-for-profit organisations) or hirers who impose a fee or charge, even if no profit is made or profit is donated to charity.

I advise upon reading this and, having received independent advice (legal or otherwise) to satisfy my needs, I believe this definition extends to include myself and in the circumstances for which I will be using the Council facility that I will avail myself to the cover. I understand and acknowledge that Council is not representing the insurer and/or myself in respect to this insurance and is not in a position to grant or confirm cover in my particular instance other than to confirm that the Liability Insurance Policy is current.

I understand in the event of an incident occurring, that could possibly result in a claim under this policy, I must advise Council as soon as possible thereafter so guidance can be provided for the appropriate action to take and ensure the Insurer is advised in accordance with the Policy Conditions. I also understand that it will be my responsibility to pay the \$2,000.00 Policy Deductible (excess).

I also understand and acknowledge that if for any reason I may not be indemnified under this insurance that I would be personally liable for any claims arising out of my use of this facility. I acknowledge that

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Isaac Regional Council has in place, a Casual Hirers Liability with a \$2,000.00 policy deductible (excess) and limit of \$20,000,000.00 (twenty million dollars) for casual users of Council facilities at no cost to the casual hirer.

SIGNATURE		DATE	
PRINT NAME			
POSTAL ADDRESS			

BUSINESS – PUBLIC LIABILITY INSURANCE

Please attach proof of Public Liability Insurance for a minimum coverage of twenty million dollars (\$20,000,000.00) by way of Certificate of Currency, as required by Council. This must accompany your application for it to be considered. The Public Liability Insurance must indemnify the Council, in the prescribed form and manner against all Public Liability claims arising from the operation of this event.

ACKNOWLEDGEMENT

I have read, understand and agree to abide by Isaac Regional Council's Community Facilities Terms and Conditions of Hire and any further special condition/s that may be applied. I declare that the information supplied in this application is true and correct to the best of my knowledge.

SIGNATURE		DATE	
PRINT NAME			

CHECKLIST

CHECKLIST	✓
Read the Community Facilities Terms and Conditions of Hire	<input type="checkbox"/>
Fully completed and signed the Application to Hire Community Facilities	<input type="checkbox"/>
Supplied a copy of the Public Liability Certificate of Currency for minimum \$20,000,000 <i>(if applicable)</i>	<input type="checkbox"/>
Supplied the not-for-profit certificate/evidence <i>(if applicable)</i>	<input type="checkbox"/>
Read, completed details and signed the Public Liability Insurance Casual Hirers Declaration <i>(if applicable)</i>	<input type="checkbox"/>
Paid hire fees and refundable Bond	<input type="checkbox"/>
Arranged for building access (keys, access codes etc) <i>(if applicable)</i>	<input type="checkbox"/>

Once completed please send form and any attachment to:
records@isaac.qld.gov.au or Isaac Regional Council, PO Box 97, Moranbah QLD 4744
 or deliver in person to your local Isaac Regional Council office

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COUNCIL USE ONLY

RECEIPT NUMBER		BOND PAYMENT RECEIVED	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
FOOD LICENCE REQUIRED AND SUPPLIED	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	LIQUOR PERMIT REQUIRED AND SUPPLIED	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
PUBLIC LIABILITY CERTIFICATE OF CURRENCY REQUIRED AND SUPPLIED	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	CONFIRMATION LETTER ISSUED	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
PROCESSED BY	Signature		Date
	Print Name		