

1. The rental (hire fee) of \$\_\_\_\_\_ will be payable to confirm booking.
  2. The hirer will pay a security bond of **\$500.00** which will be refunded should the said property be left in an acceptable state.  
***(Security Bond will be returned between 5-7 days after inspections have been completed)***
  3. The hirer will pay a key deposit of **\$70.00** upon receiving the key. The hirer understands and accepts failure to return key(s) will result in loss of deposit.  
***(Key Deposit will be returned between 5-7 days after inspections have been completed)***
  4. All bookings must include the total time the hall is in use, including setup, pack-down, and any time equipment or furniture is occupying the hire space.
  5. The hirer must complete and return both the “Before Function” and “After Function” checklists which form part of this Hire Agreement.
  6. The hirer agrees not to place on the floor any substance or material which will be a nuisance to other hirers.
  7. No fixtures or alterations to the venue are to be undertaken without the written consent of Council.
  8. The hirer is responsible to ensure that all facilities including kitchen and toilets are left in a neat and tidy condition. The hirer is responsible to ensure all lights, heaters, urns etc are switched off. The hirer is also responsible for the removal of all rubbish etc.
  9. The hirer must ensure that any employees, agents, volunteers, and contractors who may interact with children under 18:
    - (a) comply with child safety laws including reporting incidents and keeping current all necessary working with children checks;
    - (b) implement the National Principles for Child Safe Organisations (available at: [childsafe.humanrights.gov.au/national-principles](https://childsafe.humanrights.gov.au/national-principles));
    - (c) assess the child safety risks and make a plan that will prevent harm or abuse to Children and share this with people at your event;
- With reasonable notice, the Council may conduct a review of the Licensor’s compliance.
10. Smoking and vaping is NOT permitted in any Council facility/building. Candles, incense or other items that burn/smoke are also NOT permitted.
  11. The consumption of alcohol is not permitted unless with the prior consent of the Council.
  12. Hirers in instances where alcohol is sold or distributed, the event is to be referred to the Licensing Commission for Licence Conditions (phone 6166 4040). Notification of Licensing Commissions decision to be referred to Council prior to event.
  13. The Hirer is to ensure that they have the necessary licences and permits at their cost to carry out their activities. Dance and fitness classes are reminded that they may need to hold Recorded Music for Dance Use music copy right licenses. Theatre groups may need Dramatic Context licensing. These music licenses can be obtained from [onemusic.com.au](https://onemusic.com.au).
  14. The hirer agrees to secure the property and to return the key to the Council on the next working day following the hiring and will not copy or pass the key to any other person.
  15. Public Liability insurance will be required for bookings exceeding 150 persons. If required the policy shall be for twenty million dollars (\$20,000,000.00) and must be in the joint names of the Principal and Hirer.

16. The Glenorchy City Council, its servants and agents, accept no liability of whatever description for any injury, death, damage or theft, which may occur on this facility, however caused.
17. Hirers are required to at all times, respect rights of neighbouring residents with regard to noise and therefore, must comply with the *Environmental Management & Pollution Act 1994*.
18. There is no first aid equipment provided at the facility.
19. If the hall is required as a polling booth or for any emergency, this booking takes priority over other hirers.
20. Cancellations that occur within 48 hours of the reservation date will result in 50% of booking fee being applied.
21. The Council reserves the right to cancel the booking at any time and the Hirer acknowledges no compensation is payable apart from the refund of any amount paid under this agreement.
22. The Council reserves the right to refuse future bookings in the event of breaches of this agreement.
23. Council will be mindful to avoid disrupting hirers, however Council reserves the right to enter the facility at any time.