

UKI PUBLIC HALL and RECREATION RESERVE TRUST

Bookings & Application enquiries: uki.public.hall@gmail.com

APPLICATION FOR HIRE v170222

ALL HIRE IS SUBJECT TO GOVERNMENT LEGISLATION & COUNCIL REGULATIONS

The Trust will continue to encourage the recreational use of these facilities by the community.

THE RESERVE PARK AREA FORMS PART OF THE UKI PUBLIC HALL TRUST AND ALL EVENTS/ FUNCTIONS REQUIRE PRIOR APPROVAL. (COUNCIL D.A. MAY BE REQUIRED.)

Prior to completing the application form, please be aware of the following:

THIS IS A NO SMOKING VENUE

1. MAXIMUM Council approved capacity of the premises is: 240 in the main hall, 40 in meeting room.
2. **Council noise restrictions are enforceable.** Ensure you are aware of these requirements.
Please show consideration to neighbours.
3. Fire Safety regulations regarding exits are enforceable and must be adhered to.
4. **APPLICANT MUST CHECK WITH COUNCIL REGARDING D.A. REQUIREMENTS for events**
5. Event applications must be submitted minimum 30 days prior to the event to allow for approval
(NOTE: events MUST be approved PRIOR to any advertising).
All other applications minimum 2 weeks prior to date required
6. Incomplete information WILL cause delay in processing

FEES (2017) AS AT 1 APRIL 2017 – ONLY CURRENT FORMS ACCEPTED

**Not for Profit Local Community Organisations may apply in writing for concession. Attach request.
BOND DEPOSIT WILL BE REQUIRED FOR ALL HIRE REQUESTS.**

		Corporate	Local	
MAIN HALL	Day rate (classes, meetings etc)	\$50 / hr	\$12 / hr	\$50 / bond
	Night rate (classes, meetings etc)	\$50 / hr	\$12 / hr	\$50 / bond
	This rate is for a minimum of 1 hour / maximum 4 hours, Sun- Thurs (incl tables, chairs)			
	Night rate Fri- Sat	\$300	\$120	\$100/ bond (incl. tables, chairs)

MAIN HALL & KITCHEN - rate Includes tables, chairs, and kitchen area with basic equip only.

Full Day (9am – 4pm)	\$500	\$240	\$200 / bond
Full Evening (5pm- 12am)	\$500	\$240	\$200 / bond

Hall will not be available prior to 5pm. Enquiries should be addressed to Trustees.

KITCHEN	Day rate (Incl basic equip only)	\$50 / hr	\$12 / hr	\$50 / bond
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NOTE: THIS IS A HEAT & SERVE FACILITY ONLY. PLEASE SUPPLY OWN T-TOWELS & DETERGENT

MEETING ROOM (SMALL HALL) – Limited hire, available on application only. (No disabled access)

Day / night (min. 1 hour)	\$30 / hr	\$12 / hr	\$50 / bond
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Catering equipment and extra chairs and tables are available for hire. Contact Trust for details and cost.

*All payments **must** be received prior to event. Cheques made payable to Uki Public Hall.
Please see last page for payment of hire and bond refund details.

KEYS WILL NOT BE ISSUED WITHOUT PAYMENT OR RECEIPT PRODUCED.

*All areas include furniture **as is**. Extra items (chairs/equipment etc) must be requested prior to event

ARRANGEMENTS MUST BE MADE WITH UKI POST OFFICE TO COLLECT KEYS DURING BUSINESS HOURS.
LATE OR NON-RETURN OF KEYS WILL INCUR A PENALTY.

A FEE WILL BE CHARGED FOR CALL OUT OF KEYS.

EMERGENCY CONTACT: 6679 5101 – M: 0402 469 807

**UKI PUBLIC HALL and RECREATION
RESERVE TRUST
www.ukihall.org.au**

CONDITIONS OF HIRE

**PLEASE BE CONSIDERATE AND LEAVE ALL OF THE AREAS USED IN A
CLEAN AND TIDY CONDITION FOR OTHER HIRERS.**

- Hire approval is subject to ALL relevant Federal & State Government Legislation. Land & Property Management Authority, NSW Fire Commission & Tweed Shire Council regulations must also be adhered to at all times.
- FIRE EXITS MUST NOT BE BLOCKED AT ANY TIME ***
- **NO SMOKING IN THE BUILDING.**
- **NO NAKED/OPEN FLAME** (i.e. candles, gas) to be used inside building due to insurance restrictions.
- NOISE: applicant takes responsibility to be aware of & adhere to Council regulations/ curfews.
- Furniture **MUST** be returned to the original placement. PEWS ARE NOT TO BE MOVED.
- Chairs and tables must be stacked in the designated areas after use.
- ALL areas used are to be left clean for next hiring. FLOORS TO BE SWEEPED BY **EVERY** HIRER. All food spills wiped/mopped. This includes outside pavement areas (front & back) especially cigarette butts after evening events.
- Kitchen must be left clean, sink and benches clear, fridge must be emptied.
- **GARBAGE**. It is the responsibility of hirer to remove ALL kitchen rubbish, litter and lost property from the Hall. Council bins are located at rear of hall. **Any rubbish excess to the capacity of the bins MUST be removed by the hirer.**

- DECORATIONS SHOULD BE ATTACHED TO **EXISTING** HOOKS or PICTURE RAIL **ONLY**. Decorations/ posters etc. **must not** be hung using adhesive tape (of any sort), blu-tack, nails or thumbtacks (this is causing considerable damage to walls & paintwork). ALL ITEMS (including strings, posters, flyers or advertising) **MUST BE REMOVED BY HIRER** at the end of their hire period.
- Water is not provided with the Hall hire unless you include the kitchen hire in your booking. It is recommended that you provide water and paper cups (not plastic) for your event if you are not hiring the kitchen.
- Access to the kitchen and its facilities is available for an extra fee. Please advise us if you require the use of the kitchen when you make your booking.
- If patrons or guests of the hirer use the Reserve park area/facilities it is the responsibility of the hirer to remove all rubbish, glass bottles etc. from the area.
- Any damage to the building, equipment or reserve area during the period of hire shall be repaired or replaced at the hirer's expense. This also includes the destruction of seals on fire extinguishers.
- **Non adherence to any of these requests will result in forfeit of bond and effect future hiring.**
- **PLEASE ENSURE POWER, LIGHTS, FANS, HOT WATER ARE TURNED OFF AND THAT ALL DOORS & WINDOWS ARE PROPERLY LOCKED**

Thank you for your assistance and cooperation

Uki Public Hall Trustees

**UKI PUBLIC HALL and RECREATION
RESERVE TRUST
PO Box 3107, UKI, NSW, 2484
ABN No. 56 067 142 861**

APPLICATION FOR HIRE

ALL Bookings / Enquiries: uki.public.hall@gmail.com

ALL APPLICANTS MUST COMPLETE ITEMS 1-11

1. APPLICANT or ORGANISATION NAME:

CONTACT NAME:

CONTACT Phone No.:

POSTAL ADDRESS:

EMAIL:

TRUST USE ONLY

DATE APPLICATION REC'D.....
DATE APPLICATION APPROVED.....
FEE APPROVED \$.....
BOND \$.....
PUBLIC LIABILITY Y/N.....
BOND REFUND \$.....

2. IS THE ORGANISATION INCORPORATED

YES NO

INCORPORATION No.:

3. ATTACH COPY OF CURRENT PUBLIC LIABILITY INSURANCE –

It is the responsibility of the hirer to obtain necessary insurance. No Insurance? Contact the Trust.

4. ATTACH COPY OF A.P.R.A. LICENCE

YES NO N/A

It is the responsibility of the applicant to verify requirements and obtain the above

****Note: Applications will not be processed/approved without these documents**

5. AREA OF RECREATION RESERVE TRUST REQUIRED: please circle

*MAIN HALL

YES NO

*KITCHEN (Note: This is a heat & serve facility only)

YES NO

*RESERVE PARK AREA

YES NO

Exclusive use of park required

YES NO

*MEETING ROOM (small hall)

YES NO

(Note: limited hire only by written request)

Included in Main Hall hire: chairs 80, 10 trestle tables

Included in Meeting Room hire: chairs 30, 2 large + 2 small trestle tables

6. CATERING EQUIPMENT REQUIRED

YES NO

(please contact Trust for costs)

PLEASE NOTE: ONLY THE AREA REQUESTED MAY BE ACCESSED DURING HIRE.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT FACILITIES &/OR EQUIPMENT ARE ADEQUATE PRIOR TO THE EVENT. DUE TO HIGH RATE OF LOSS THE TRUST CANNOT GUARANTEE NUMBERS AVAILABLE.

7. DETAILS of the proposed event.

Day and Date:

Time required:

Detailed description of planned activity for ALL hire requests: (attach separate sheet if space insufficient).

Will the event produce noise during business hours? **YES** **NO**

8. Will food and/or beverages or alcohol be provided at the event? **YES** **NO**

*NSW FOOD AUTHORITY NOTIFICATION REFERENCE No. (if applicable)

www.foodnotify.nsw.gov.au Click 'temporary event' - IT'S FREE.

Organizer: **YES** **NO** No.: Caterer/supplier: **YES** **NO** No.:

NO alcohol shall be sold within the building or reserve area without a license. Obtaining such license is the responsibility of the hirer. *Copy Liquor License attached: **YES** **NO** **N/A**

9. Proposed litter management/waste disposal (refer conditions of hire)

10. Security provisions **YES** **NO**

(this may be requested at the discretion of the Trust and is the responsibility of the applicant):

Police/private (Details)

11. Applicant should monitor toilet facilities before/during the event (cleaning not responsibility of Hall Trust)

ALL MAJOR EVENTS REQUIRING HALL (&/or RESERVE PARK AREA) PLEASE COMPLETE THE FOLLOWING – (Applicant to apply for DA or Council exemption from DA as applicable)

12. Attach site map and risk management plan indicating the following:

- Boundaries of event
- Location of food/beverage outlets
- Traffic management and parking (where, how etc)
- Location of specific event infrastructure (marquee, stage, organizer area, first aid office etc)
- Exit and entry points, pedestrian flow
- Emergency vehicle access points
- Is access to power required outside the building? **YES** **NO**

13. What noise impacts are expected? Detail source of noise, times e.g. music, generators, stage setup, trucks

14. Details of proposed event infrastructure (marquees, scaffolding, stages etc.) Must include floor area, name of supplier, licence details, insurance details (must comply SEPP2007 regulations)

15. Will there be rides, jumping castles, organised activities etc? **YES** **NO**
If 'Yes' provide details / supplier / insurance.

ADDITIONAL INFORMATION TO SUPPORT YOUR APPLICATION

Note: Any events that require use of the Green Reserve area, adjacent to the hall, must be booked through the Trust to ensure requirements of Public Liability and the Crown Lands Act (1989) are met. Fees are negotiable.

DECLARATION and INDEMNITY (Must be completed and signed by the applicant **and** witness)

I DO HEREBY INDEMNIFY and undertake to keep indemnified the UKI PUBLIC HALL & RECREATION RESERVE TRUST and/or its successors and all persons associated with the Reserve Trust (including the Minister administering the Crown Lands Act) against all claims, demands, suits, charges or other actions or costs whatsoever arising from, or in connection with the said use by us of the building, grounds, improvements, appurtenances, access thereto and there from PROVIDED further that without limiting in any way the generality of the foregoing indemnity it shall include all claims, demands, suits, charges or other actions or costs arising in respect of any loss or injury to any persons attending upon the property as a licensee or invitee upon the dates specified herein.
I have been advised and understand that the Uki Public Hall & Recreation Reserve Trust does not offer any coverage for Public (Legal) Liability for the period of hire requested and accept that I, the hirer, am personally responsible for any damages or injuries that may occur during the period of hire.

Further, I HAVE READ AND AGREE TO ADHERE TO, all conditions as stated in the Conditions of Hire (pages 1 & 2), and within this application and any further conditions imposed by the Trust with regard to this event. I understand that failure to adhere to requirements will result in forfeiture of bond deposit.

BOND REFUND - Please indicate how you would like the bond refund returned to you.

Bond refund into bank account BSB no.: Account no.:
Please send the bond refund by cheque, to the postal address on page 4.

PAYMENT DETAILS for hire of hall – Please indicate how payment will be made, prior to picking up the keys from Uki Post Office.

INTERNET BANKING DETAILS for Uki Public Hall -

Account name: Uki Hall Trust
BSB: **062580**
Account no: **10388625**

Payment will be made directly into Uki Public Hall bank account.
Payment will be made at Uki Post Office.
Any enquires please phone the Uki Post Office 02) 6679 5101

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Signature of Applicant
Print Name Date

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Signature of Witness
Print Name Date

Application cannot be accepted without both signatures

TRUST USE ONLY

Extra requirements/conditions:

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Approved / Trustee signature Date

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Approved / Trustee signature Date