

HIRING FACILITIES

IMPORTANT INFORMATION

- Capacity in the hall and meeting room depends on the COVID-19 regulations at the time.
- Smoking is not allowed.
- Music must stop at midnight on Fridays and Saturdays and at 10pm on all other days in accordance with Council regulations.
- Hours are 8 am – 10 pm except on Friday and Saturday which are 8am – midnight.
- Applications should be submitted as early as possible with payment on approval.
- A bond is required to be lodged in addition to the hiring fee for **commercial** events.
- The Trust does not offer any Public Liability insurance for regular weekly and fortnightly events.
- The Trust reserves the right to refuse an application if it does not fit with our community standards.

COVID-19 PLAN

All visitors must either scan the QR code which is displayed just inside the Hall or sign in at the door. It is the responsibility of the event organiser to follow all COVID-19 regulations applicable at the time of the event.

FEES <i>Applicable from 1 April 2021</i>	Commercial/ Corporate	Community	Bond
<u>MAIN HALL (includes tables & chairs)</u>			
Minimum 1 hour	\$50 / hr	\$15 / hr	\$50
Friday & Saturday after 5pm	\$75 / hr	\$20 / hr	\$75
<u>KITCHEN* (4-ring domestic electric stove)</u>			
Rates	\$50 / hr	\$15 / hr	\$50
<u>MAIN HALL & KITCHEN</u>			
Full day (9am - 4pm, 7 hrs)	\$500	\$150	\$200
Full night S,M,Tu,W,Th (5pm-10pm 5 hrs)	\$500	\$150	\$200
Full night Fri and Sat (5pm-12am 7 hrs)	\$600	\$180	\$200
<u>MEETING ROOM</u>			
<i>only available on application</i>			
General rates, minimum 1 hour	\$30 / hr	\$12 / hr	\$50
<u>THE PARK RESERVE Adjacent to Hall</u>			
Bookings to be made through the Uki Hall Trust	\$50 / hr	\$15 / hr	

* kitchen hire includes basic equipment. Please supply your own tea towels.

CONDITIONS OF HIRE

1. The Hall, Kitchen and Meeting Room must be left exactly as found – furniture returned to its place, chairs and tables stacked in the designated areas. In the kitchen the sink and bench tops must be clean, the fridge emptied, floor swept, cooking utensils, crockery and cutlery returned to the correct place, etc.
2. Garbage must be placed in the council recycle and general garbage bins at the rear of the property. Any excess rubbish must be taken away by the hirer.
3. Decorations must be attached to existing hooks or picture rails only. Do NOT use adhesive tape, blu-tack, nails nor thumbtacks. Remove your decorations at the end of the event.
4. No naked flames (eg candles, gas flames) are to be used.
5. Keep noise, including music, at a respectable level.
6. It is the responsibility of the applicant prior to the event to ensure that facilities and equipment are adequate.
7. Water is not provided unless you are hiring the kitchen. We recommend that you provide water and paper cups (not plastic) for your event.
8. If patrons or guests of the hirer use the Park Reserve area and its facilities including the toilet block, it is the responsibility of the hirer to remove all rubbish.
9. Any damage to the building, equipment or Reserve shall be repaired or replaced at the hirer's expense.
10. Any costs incurred by the Uki Hall Trust as a result of the hirer not following these conditions will be deducted from the bond.
11. Ensure power, stove, lights, fans and hot water are turned off and that windows and doors are locked.

APPLICATION FORM

1. Name of applicant or organisation _____

Contact name _____

Contact number _____

Postal address _____

Email _____

2. Is the organisation incorporated? Yes No

3. Attach copy of current public liability insurance. If you do not have insurance inform the Trust.

4. Do you have an APRA licence? Yes No

5. Circle the area(s) you want to hire -

Main Hall

Kitchen

Park Reserve

Meeting Room

If hiring the Hall and Park Reserve, or just the Park Reserve also fill in the form on the following page and contact the Hall Trust

6. Do you want to hire -
Once Weekly Fortnightly Monthly

7. Details of the proposed event.

a. Please describe the event

b. Will the event produce noise? Yes No

c. Will food and/or beverages be provided? Yes No

Check if you need to notify the Food Authority
at www.foodnotify.nsw.gov.au or Tweed Council

d. Will you be supplying or selling alcohol? Yes No

(Note: If you are supplying or selling alcohol you need to go to the www.liquorandgaming.nsw.gov.au website. Go into Search and type in FM2004. Fill in the form and send to the email address on the form. This must be done 14 days before the event, there must be no more than 250 people and alcohol cannot be served for more than 4 hours. If these conditions are exceeded then you need to obtain a licence for which you pay.)

e. Will security be provided? Yes No

MAJOR EVENTS REQUIRING THE HALL AND/OR THE PARK RESERVE

(Applicant to apply for a DA or Council Exemption From DA as applicable)

Any events that requires the Park Reserve must be booked through the Trust

1. Attach a site map indicating the following:

- Boundaries of the event
- Location of food/beverage outlets
- Location of specific event infrastructure such as marquee, jumping castles, stage, specific activities, first aid office etc
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2. Any proposed infrastructure must be detailed and include the name of the supplier, licence and insurance details.

3. What noise impacts are expected? Eg music, generators, trucks etc

4. Further information that will support your application. _____

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.

Signature of Applicant

Print name

Date

Signature of Witness

Print name

Date

PAYMENT AND BANKING DETAILS

Payment must be made prior to collecting the keys for the event

Payment can be made at the Uki Post Office or by Internet Banking Transfer

Account name: Uki Public Hall Trust

BSB: 062580

Account no. 10388625

Bond Refund

Please supply bank details

Transfer to bank

BSB _____

Account no. _____

Any enquiries please email us at **uki.public.hall@gmail.com**