

UKI Public Hall

UKI PUBLIC HALL and RECREATION RESERVE TRUST

The Trust is responsible for the Uki Hall and the park adjacent to the Hall

IMPORTANT INFORMATION

- Check the Hall Calendar for availability before continuing with application : www.ukihall.org.au/hall-calendar
- Maximum capacity of the premises is: 240 in the main hall, 40 in meeting room.
- Smoking is not allowed.
- Following Tweed Shire Council regulations, music must stop at 10pm, 7 days a week.
- Hours are 7am – 10pm, 7 days a week.
- 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.

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 (e.g. 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.

FEES

(applicable from 1 April 2021)

	Commercial/ Corporate	Community	Bond
MAIN HALL			
minimum 1 hour	\$50 /hour	\$15 /hour	\$50
Friday and Saturday after 5pm	\$75 /hour	\$20 /hour	\$75
KITCHEN * <i>(4-ring domestic electric stove)</i>			
minimum 1 hour	\$50 /hour	\$15 /hour	\$50
MAIN HALL plus KITCHEN			
Full day (9am - 4pm, 7 hours)	\$500	\$150	\$200
Full night SUN, MON, TUE, WED, THU (5pm - 10pm 5 hours)	\$500	\$150	\$200
Full night FRI and SAT (5pm - 12am 7 hours)	\$600	\$180	\$200
MEETING ROOM <i>only available on application</i>			
minimum 1 hour	\$30 /hour	\$12 /hour	\$50
PARK RESERVE <i>bookings to be made through the Uki Hall Trust</i>			
adjacent to Hall	\$50 /hour	\$15 /hour	

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

APPLICATION FORM

Name of applicant or organisation *

Contact Name *

First Name Last Name

Contact Number *

Area Code Phone Number

Postal Address *

Street Address

Town State

Post Code

Email *

example@example.com

Is the organisation incorporated ? *

Yes

No

Incorporation Register Number

Do you have an APRA licence ? *

Yes

No

Licence Number

**Attach copy of current Public Liability Insurance.
If you do not have insurance inform the Trust.**

Tick the area(s) you want to hire *

Main Hall

Kitchen

Park Reserve

Meeting Room

Do you want to hire *

Once

Weekly

Fortnightly

Monthly

**I have double checked that the space is available at the time of application. Uki Public Hall
Calendar : www.ukihall.org.au/hall-calendar ***

Yes

No

Uki Public Hall Calendar : www.ukihall.org.au/hall-calendar

Date of the proposed event *

Time

until

Hour Minutes

Hour Minutes

Details of the proposed event *

Will the event produce noise ? *

Yes

No

What noise impacts are expected ?

Music

Generators

Trucks

What time is noise impact expected ?

Noise restrictions come into effect at 10pm.

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](#)

Will you be supplying or selling alcohol ? *

Yes

No

If you are supplying or selling alcohol you need to go to www.liquorandgaming.nsw.gov.au, 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 you need to obtain a licence for which you pay.

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.

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

Any proposed infrastructure must be detailed and include the name of the supplier, license and insurance details.

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 and 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.

Applicant Name *

First Name Last Name

Date *

Witness Name *

First Name Last 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 your bank details below

BSB

ACCOUNT NO

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

Form updated 29 November 2022