

Sedgwick Public Hall - Booking Application Form

Details of hirer

Name: _____

Address: _____

Email: _____ Phone: _____

Type of function: _____ Date of proposed booking: ____/____/____

Start time: _____ Finish time: _____

Number of people attending: _____

Will alcohol be consumed? ☐ Yes ☐ No (If yes, please refer to hire policy)

Facilities required: ☐ Main Hall ☐ Kitchen ☐ Tennis courts

Fees payable

Please indicate the intended use of the hall

- | | |
|---|---------|
| <input type="checkbox"/> Standard hire (Social engagement, party or business function) | \$160 |
| <input type="checkbox"/> Not for profit community groups (Group must have its own insurance) | \$80 |
| <input type="checkbox"/> Small group short hire (E.g. meetings, tennis matches, less than half day) | \$50 |
| <input type="checkbox"/> Special agreement (E.g. recurring use) | \$_____ |

A \$500 bond is required for events with alcohol

A \$30 deposit is required to confirm the booking

Hire: _____ Bond: _____ Total: _____ Deposit paid: _____

Payment

Payment can be made by bank transfer. Please put your name and hire date in the payment reference.

Account name: Sedgwick Public Hall Committee **BSB:** 633000 **Account:** 125283994

Insurance

The hire fees include public liability insurance unless otherwise noted.

Declaration

In making this application it is hereby acknowledged that the Sedgwick Public Hall hire policy has been received and examined by me, and I am fully aware and accept that, should this application be approved, the conditions, indemnities and other authorities and requirements set out in the document become part of the agreement to hire the Sedgwick Public Hall.

Signed: _____ Date: ____/____/____

Sedgwick Public Hall Hire Policy

Cancellations – Cancellations need to be advised as soon as possible, but at least 7 days prior to the date of use, otherwise the \$30 deposit will be retained.

Charges – General charges for hire of the facility will be determined by the Hall Committee and may vary from time to time. A security bond may be requested to be lodged with application to use the facility, and the full hire fee is due to be paid prior to the date of booking.

Good order – The hirer shall be responsible for leaving the hall, kitchen, toilets, catering and court facilities clean and orderly. Any damage to the building, furniture or equipment should be reported to the Committee. The hirer will be held responsible for repairing/replacing any damage.

Public safety – The hirer shall comply in every respect with Regulations under the Health Acts, with regards to public buildings for the prevention of overcrowding, obstruction of gangways, passages, corridors or any other parts of the building.

Theft – The Committee will not be responsible for any loss or damage sustained by the hirer, or any other person, firm or corporation entrusted to or supplying any article to the hirer for any reason of any such articles or things being lost, damaged or stolen. The hirer therefore indemnifies the Committee against any claim by any such person, firm or corporation.

Restrictions – Except with written approval from the Committee, gambling shall not be allowed in the facility.

Electrical equipment – Permission to use any electrical equipment other than that supplied with the Facility must be requested with the application to hire the facility.

No smoking – The facility is a smoke free area, and accordingly, smoking by patrons is not permitted inside the building.

Liquor – The sale of liquor requires a 'limited licence' from the Liquor Licensing Commission. Applicants should allow at least six weeks for their application to be processed. A copy of the 'limited licence' is to be submitted at least one week prior to the date of use.

Party safe – The Committee recommend registering parties under the Victorian Police Party Safe program, at least one week before the party is held. The program provides a number of useful tips and suggestions. For further information contact your local police station.

Noise – As the Sedgwick Hall is located in a residential area, we ask all patrons to respectfully observe the EPA Guidelines for noise.

Privacy - Your privacy is important to us, so the information contained in this application will be used solely by the Sedgwick Public Hall and Recreation Reserve Committee for the purpose of arranging hall hire.

Further information

For booking enquiries please contact Hall Booking Secretary

E: hallhire@sedgwickcommunity.org.au