

APPLICATION FOR USE - TONGALA KIOSK



Section A: Details of Hirer (Please Print)

Organisation: _____

Person responsible: _____

Contact Address: _____

Phone (Mobile): _____ (Home): _____

Email: _____

Section B: Type of Use

Type of Use: _____

Approx. No of Users: _____

Please note that if over 100 people will be in attendance, or if specific infrastructure is required, please check the 'Event Ready reference' – located on the events page of the Council Website at www.campaspe.vic.gov.au prior to completing this form. The hirer will need to determine if the nature of the hire is classed as an 'Event'. If so, there are specific requirements that need to be met. E.g. a POPE (Places of Public Entertainment). Information on POPES can be also be found on the Council website at www.campaspe.vic.gov.au.

WILL FOOD BE **CONSUMED** OR **SOLD** DURING YOUR USE? Please tick

- NO
 YES – See below

If YES and you are selling or providing food you must comply with the Food Act. If a hirer is serving food from this premises, they are required to have a food premises registration with Council or if they are from another municipality, they will need to provide Council with a Statement of Trade.
Please contact one of Council's Environmental Health Officers on 1300 666 535 for more information regarding your obligations and requirements.

WILL ALCOHOL BE **CONSUMED** DURING YOUR USE? Please tick

- NO
 YES – See below

If YES, a Temporary Limited Liquor Licence is required and a copy MUST be provided to Council. For information on Liquor Licensing you can contact the Victorian Commission for gambling and Liquor Regulation on Ph. 1300 182 457 or <http://www.vcglr.vic.gov.au/>.

Section C: Hours of use

Please provide required dates and times of use in the table below. Please include set up and pack down times. (Annual booking in advance is available.)

Date(s)	Time	Cost of booking (see Kiosk Charges Information)

Section D: Public Liability Insurance

1. Do you have Public Liability Cover? Please tick

- NO
 YES

If YES, please attach a copy of your Certificate of Currency with this application, which confirms that your Public Liability Insurance Policy is in force for the duration of use. Commercial hirers shall maintain during the currency of each hire a public liability insurance policy to the value of at least \$10,000,000 in the names of the hirer and noting the Shire of Campaspe as Principal (this is a simple matter of contacting your insurer who will issue you with a certificate at no charge). Schools (belonging to the Department of Education and Early Childhood) are not required to provide a copy.

2. Are you (please tick one only)

- An individual or not for profit group – Council's Liability Insurance is available for an additional cost of \$25
 A business, company, incorporated body or other – You must provide a copy of your Current Certificate of Currency with this application. Note: minimum \$10 million required.

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APPLICATION CHECKLIST

This checklist should be completed by the HIRER before submitting to ensure that all documentation is provided

✓	Information Required	Received CSC Use Only	Comments
	Section A – Hirer Contact Details		
	Section B & C – Type and Hours of Use		
	User Group - Australian Business Number (ABN) – where applicable		ABN
	Section D - Public Liability Insurance <input type="checkbox"/> Copy attached (min \$10 million req'd) <input type="checkbox"/> \$25 paid to access Council Insurance		Policy No: Insurer: Cover:
	Liquor Licence <input type="checkbox"/> Copy of licence attached <input type="checkbox"/> No alcohol will be sold/supplied		Licence No:
	Food Registration <input type="checkbox"/> Copy of certificate attached <input type="checkbox"/> No alcohol will be sold/supplied		Class: Registration No:
	Event registration (Victoria Police) <input type="checkbox"/> Copy of 'Party Safe' form attached		
	Conditions of Use signed		

Applications received without ALL RELEVANT ATTACHMENTS will not be accepted or considered.
Please retain a copy of all documentation sent to Council for your own records.

Kiosk Charges Information

Type of Hirer	Eligibility	Cost
Community Organisation Hirer	Are eligible to book the facility: <ul style="list-style-type: none"> - Up to 14 days per year at no charge - Book the site for a maximum of 3 consecutive days for any activity - Any activity longer than three days will need permission from Council Officers Please allow two weeks for processing application 	\$0
Private hirer	Are eligible to book the facility: <ul style="list-style-type: none"> - 1 to 3 Days - Any booking more than three consecutive days will require Council approval, please allow two weeks for processing application 	1 to 3 day \$5 4-7 days + \$10 +7 days POA
Public Liability insurance	\$25.00 per booking	

Annual booking in advance is available. Payment is to be made in advance. Your booking is not confirmed until payment has been made and you have been issued with a receipt.

Venue Hire	
Insurance	
TOTAL	

In making this application it is hereby acknowledged that I/we have read, understood and agree to comply with the “**Conditions of Use**” provided herein. I/we agree that no use of the facility will be made until such time as a receipt has been issued and a copy of the Certificate of Currency for insurance is provided where required. I/we agree that I am/we are liable for the cost of repair for any damages caused during the hire period.

Signature: _____ **Date:** _____

APPLICATION FOR USE - TONGALA KIOSK



CAMPASPE SHIRE COUNCIL VILLAGE GREEN KIOSK CONDITIONS OF USE

1. Community Organisation is defined in S76AA of Local Government Act 1989 as a Not for Profit Organisation
 - a) operates exclusively for charitable, civil or other social purposes; and
 - b) does not share or allocate the funds or profits of the body or organisation with the owners, shareholders or executives of the body or organisation
2. There is to be no confetti and the like to be thrown in any of the areas within the facility.
3. Taping posters etc to walls without authorisation is strictly prohibited.
4. All equipment, rubbish, decorations etc related to your event must be removed from the kiosk at the completion of the hire period. Should items remain they will be disposed of and a fee charged for the removal.
5. Upon completion of the hire period you must re-instate the kiosk to the condition in which you found it. This includes locking windows and doors, sweeping the floor and cleaning any surfaces used as part of your event. Should further cleaning be required specifically as a result of your use you will be charged for the cost of this cleaning. All cleaning equipment/items are to be supplied by the hirer, including rubbish bins, bin liners.
6. Unless other arrangements have been made with Council staff, the hire period will be deemed to continue until the kiosk key is returned
7. Any additional usage of the kiosk not stated on this form will be charged to the hirer.
8. When returning your key please report any cleaning and/or maintenance issues.
9. Your reservation is subject to confirmation and will be confirmed in writing to the address or email advised in this application.
10. The hirer is obliged to comply with the Working with Children legislation.
11. It is the responsibility of the hirer to inform any caterers of all the conditions of hire that apply.
12. The hirer remains liable for any costs associated with loss/damage that maybe caused by (or related to) the activities carried out on the premises by the hirer.
13. Smoking is not permitted in any Campaspe Shire Council building.
14. Noise levels must be kept within the levels specified by the Environment Protection Authority (EPA). No musical instrument, amplified sound equipment or public address system (except for a public safety announcement) is to be audible from outside the kiosk beyond the hours of occupancy.
15. The hirer is responsible to comply with the provisions of all relevant Council by-laws and policies and State Government laws, including but not limited to Liquor Licensing, APRA licence, PPCA License, Criminal Code, Food Act and any other local Government Act or legislation.
16. It is the hirer's responsibility to ensure that Jumping Castles are operated in accordance with Australian Safety Standards AS3533.4.1
17. If a hirer finds that the venue has been damaged (flooding, electrical, storm damage etc.) or an emergency arises please use the after-hours emergency contact number (1300 666 535) to inform council staff.
18. All hirers must be over the age of 18.
19. No organisation, person or persons, holder/s of this application shall sub-let or permit any other organisation person or persons, holder/s to occupy or use the facility without written consent of Council.
20. This application shall be revocable at any time without notice in the event of any contravention of the by-laws or regulations for the care, protection and management of the facility.
21. It is the responsibility of the hirer to ensure any electrical equipment and cabling provided as part of a performance event must be installed in accordance with Australian Standard AS/NZS 3760 (in-Service Safety Inspection and Testing of Electrical Equipment), to ensure both the safety of the public and the security from interference with the equipment by the public.
22. The use of naked flames, pyrotechnical devices or other ignition sources is not permitted.
23. Flammable material or explosive items and equipment are not permitted.
24. In the event of any dispute arising as to the interpretation of these conditions of use or of any matter or thing contained herein, the decision of the Community Engagement Manager shall be final and conclusive.

VICTORIAN GOVERNMENT PRIVACY DATA PROTECTION ACT 2014

The personal information requested on this form is being collected by Council for the provision of the hiring of council managed facilities. This information will be used solely by Council, for that primary purpose or directly related purposes. If this information is not collected it will impede the processing of your application for use of a council facility. The applicant understands that the personal information provided is for the processing of this application for use of a Council facility, and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to the Freedom of Information Officer, Campaspe Shire Council.