

# APPLICATION FOR USE

ROCHESTER

SHIRE HALL



Hirer's Name: \_\_\_\_\_

# APPLICATION CHECKLIST

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

✓	Information Required	Received SoC Use Only	Comments
	Section A – Hirer Contact Details		
	Section B & C – Type and Hours of Use		
	Copy of Hirer’s Risk Management Plan		Example template provided
	User Group - Australian Business Number (ABN) – where applicable		(ABN)_____
	Section D - Public Liability Insurance <input type="checkbox"/> copy attached Note: minimum \$10 million required OR <input type="checkbox"/> \$25 paid to access Council Insurance		Policy No_: _____ Insurer: _____ Cover: _____
	Liquor Licence (tick appropriate box) <input type="checkbox"/> Copy of licence attached <input type="checkbox"/> No alcohol will be sold/supplied/consumed		Licence No: _____
	Food Registration (tick appropriate box) <input type="checkbox"/> Copy of certificate attached <input type="checkbox"/> Not required.		Class: _____ Registration No: _____
	Event registration (Victoria Police) Copy of completed ‘PartySafe’ Form		
	Conditions of Use signed – page 6		
	Nominated a person responsible to be designated Emergency Warden – refer to Emergency Plan and Evacuation Diagram including location of first aid kit		

**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.

**For office use only:**

Venue Hire	
Kitchen Hire	
Insurance	
Key Deposit	
Bond	
<b>TOTAL</b>	

## 2020/2021 Hall Fees & Charges Information

Charge Per Hour	\$15 to a maximum of \$180 per 24 hour period*
Hire of kitchen (additional) per hour	\$25
Theatre/Group annual rental**	\$1,180
Key deposit	\$25
Hall hire Insurance	\$25
Bond for events with Alcohol	\$410
Bond for events without Alcohol	\$185

\* 24 hour period is for venue set up and pack down. It is not intended for 24hr functions/events.

\*\* Criteria applies – contact Facilities and Open Spaces Coordinator

**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.**

## Section A: Details of Hirer (Please Print)

Organisation		
Person responsible <i>(will be present on site during hire period at all times and be the person in charge to assume the role of Emergency Warden)</i>		
Contact Address		
Phone (Mobile)	(Private)	(Email)

## Section B: Type of Use

Type of Use: \_\_\_\_\_

Use of the building for meetings, private functions, ceremonies, services, receptions, performances, movie screenings or exhibitions (Event) Activities which are not described above or which do not comply with all the conditions of use herein require an event specific Occupancy Permit.

Approx. No of Users: \_\_\_\_\_ \*\* a maximum of 350 occupants is allowed at any one time.

\*\*Please note that if over 350 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](http://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](http://www.campaspe.vic.gov.au).

## Section C: Hours of use

Please note that the hall is only available for occupancy during the following hours;

Monday to Thursday	9am – 11pm
Friday	9am – Midnight
Saturday	10am – Midnight
Sunday	11am – 10pm
<b>If police attend the event/function as a result of occupancy outside these hours a loss of bond will occur.</b>	

Please provide required dates and times of use in the table below. Please include set up/pack down time.

Date(s)	Time (e.g. 4:00pm to 8:00pm)	Cost of Booking
	to	
	to	

**WILL ALCOHOL BE SOLD/SUPPLIED/CONSUMED DURING YOUR USE?** Please tick ✓

NO

YES A Temporary Limited Liquor Licence is required and a copy MUST be provided to Council. Alcohol must not be consumed, sold or supplied in the building unless a liquor licence is obtained from the Victorian Commission for Gambling and Liquor Regulation (VCGLR) For information on Liquor Licensing you can contact VCGLR on Ph. 1300 182 457 or <http://www.vcglr.vic.gov.au/> .

Hirers need to register their event with the local police and complete a 'PartySafe Form'. A copy of this form is available at [http://www.police.vic.gov.au/content.asp?a=internetBridgingPage&Media\\_ID=21142](http://www.police.vic.gov.au/content.asp?a=internetBridgingPage&Media_ID=21142) (Victoria Police Website). A copy of this completed form is to be provided to Council with this application form.

**WILL YOU BE USING THE KITCHEN?** *Please tick* ✓

**NO**

**YES** An Additional Fee of \$8.60 Per Hour Applies For Use of the Kitchen.

If you are selling or providing food you must comply with the Food Safety Act. If a commercial provider is serving food from this kitchen, 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.

## Section D: Public Liability Insurance

1. **Do you have Public Liability Cover?** *Please tick* ✓

**NO** - Go to Question 2

**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.

# Section D: Risk Assessment Form – The hirer needs to complete the following.

HALL:

DATE:

SIGNATURES:

HAZARD <b>IDENTIFY</b>	HAZARD DESCRIPTION	LIKELIHOOD <b>ASSESS</b>	CONSQ <b>ASSESS</b>	RISK LEVEL	ACTION <b>CONTROL</b>	CONTROL TYPE Hierarchy of Control Eliminate, Substitute, Isolation, Engineering, Administrative or PPE	ACTION DUE DATE	PERSON RESPONSIBLE	EVALUATE RISK LEVEL AFTER CONTROL
<i>E.g. Glass injury</i>	<i>Glass found on floor</i>	<i>Rare</i>	<i>Major</i>	<i>Moderate</i>	<i>Eliminate / Admin: schedule assessment of floor prior to hire period</i>	<i>Eliminate/Admin</i>	<i>Ongoing</i>	<i>Bob</i>	<i>Moderate</i>
<i>E.g. Chair broken</i>	<i>Equipment is damaged/broken</i>	<i>Unlikely</i>	<i>Major</i>	<i>Moderate</i>	<i>Eliminate / Admin: schedule inspection of equipment prior to use and inform Council of any issues identified</i>	<i>Admin</i>	<i>Ongoing</i>	<i>Bob</i>	<i>Moderate</i>

Dept:..... Branch:..... Sub Branch:.....	<b>CONSEQUENCE</b>						<b>LEGEND</b> E: Extreme risk, immediate action required H: High risk, senior management attention required M: Moderate risk; specific management responsibility L: Low risk; No immediate action required/managed by routine procedures
	<b>LIKELIHOOD</b>	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5	
	A (Almost Certain)	M	H	H	E	E	
	B (Likely)	M	M	H	H	E	
	C (Possible)	L	M	H	H	H	
	D (Unlikely)	L	L	M	M	H	
E (Rare)	L	L	M	M	H		

## **ROCHESTER SHIRE HALL**

### **CONDITIONS OF USE**

1. There is to be no confetti and the like to be thrown in any of the areas within the facility.
2. Taping posters etc. to walls without authorisation is strictly prohibited.
3. All equipment, rubbish, decorations etc related to your event must be removed from the hall at the completion of the hire period. Should items remain they will be disposed of and a fee charged for the removal.  
Upon completion of the hire period you must re-instate the hall 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 bin liners, toilet paper, washing liquid etc.
4. Unless other arrangements have been made with Council staff, the hire period will be deemed to continue until the hall key is returned
5. Any additional usage of the hall not stated on this form will be charged to the hirer.
6. When returning your key please report any cleaning and/or maintenance issues. A form is provided for this purpose.
7. Your reservation is subject to confirmation and will be confirmed in writing to the address or email advised in this application.
8. The hirer is obliged to comply with the Working with Children legislation.
9. It is the responsibility of the hirer to inform any caterers of all the conditions of hire that apply.
10. 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.
11. Smoking is not permitted in any Shire of Campaspe building.
12. 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 hall beyond the hours of occupancy.
13. 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 Licence, Criminal Code, Food Safety Act and any other local Government Act or legislation.
14. It is the hirers responsibility to ensure that Jumping Castles are operated in accordance with Australian Safety Standards AS3533.4.1
15. 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.
16. All hirers must be over the age of 18.
17. 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.
18. 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.
19. The location of exits for general use and for use in the event of an emergency are shown on the attached plan and must be kept clear at all times.
20. 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.
21. The use of naked flames, pyrotechnical devices or other ignition sources is not permitted.
22. Flammable material or explosive items and equipment are not permitted.
23. The ignition of fireworks or the discharge of pistols or other shooting devices are not permitted.
24. Use of the permanent stage area must not exceed the approved live dead load limit of 7.5 KPa (kilograms per m<sup>2</sup>).
25. No tents, marquees or booths which are individually greater than 100m<sup>2</sup> or which take up combined floor area greater than 100m<sup>2</sup> are permitted unless a separate occupancy permit has been obtained from the Municipal Building Surveyor.

.....continued next page

26. No temporary stages or platforms (including sky boarders and stage wings) exceeding 150m<sup>2</sup> in floor area are to be erected unless a separate occupancy permit has been obtained the Municipal Building Surveyor
27. No structures which are supported or stabilised by connection to the stage area or any part of the building may be erected unless a specific approval has been granted by the Municipal Building Surveyor.
28. No seating stands for more than 20 persons are permitted unless a separate occupancy permit has been obtained from the Municipal Building Surveyor.
29. To ensure unobstructed access to the building by emergency services in the event of an emergency, vehicles must not be parked within 20m of the main entry to the hall area in Mackay Street.
30. 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 Facilities and Open Spaces Coordinator shall be final and conclusive.

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. Any breach of the Conditions of Use will result in the loss of bond paid.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### **VICTORIAN GOVERNMENT INFORMATION PRIVACY ACT 2000**

The personal information requested on this form is being collected by the Shire of Campaspe for the provision of the hiring of Council managed facilities. This information will be used solely by the Shire of Campaspe, 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 recreation facility. The applicant understands that the personal information provided is for the processing of this application for use of a recreation facility, and that he or she may apply to the Shire of Campaspe for access to and/or amendment of the information. Requests for access and/or correction should be made to the Privacy Officer, Shire of Campaspe.



# Emergency Plan – Rochester Shire Hall

- In an emergency – Person-in-Charge is to assume the role of the Emergency Warden.
  - All attendees are to follow their instructions.
  - Assist anyone in immediate danger, if safe to do so.
  - In case of fire, close the door to confine the fire.
  - Warden to extinguish the fire if trained and safe to do so.
- Warden to call 000 for emergency services**
- Alert staff and public of the need to evacuate by loudly stating – “Evacuate, Evacuate, Evacuate”
  - On hearing “Evacuate, Evacuate, Evacuate”, everyone is to immediately stop activities and walk quickly to the nearest safe exit. Gather at the designated emergency assembly point.



**Mackay Street, on nature strip**

## WARDENS

Warden 1	No designated Warden
Warden 2 (Deputies)	No designated Warden

### MEDICAL ASSISTANCE

- Notify a First Aid Officer (if available)

**D Danger – check for danger to you or others**

**R Response – is there any response**

**S Send – for help, call 000**

**A Airway – is the airway clear**

**B Breathing – is the person breathing**


**C Compressions – 30 compressions 2 breaths**

**D Defibrillation – if required and available**

- Designate someone to meet the ambulance and direct Ambulance Officer to the location of the casualty.
- Do not move a casualty unless they are exposed to a life threatening situation.
- Try not to leave casualty alone unless emergency assistance arrives.

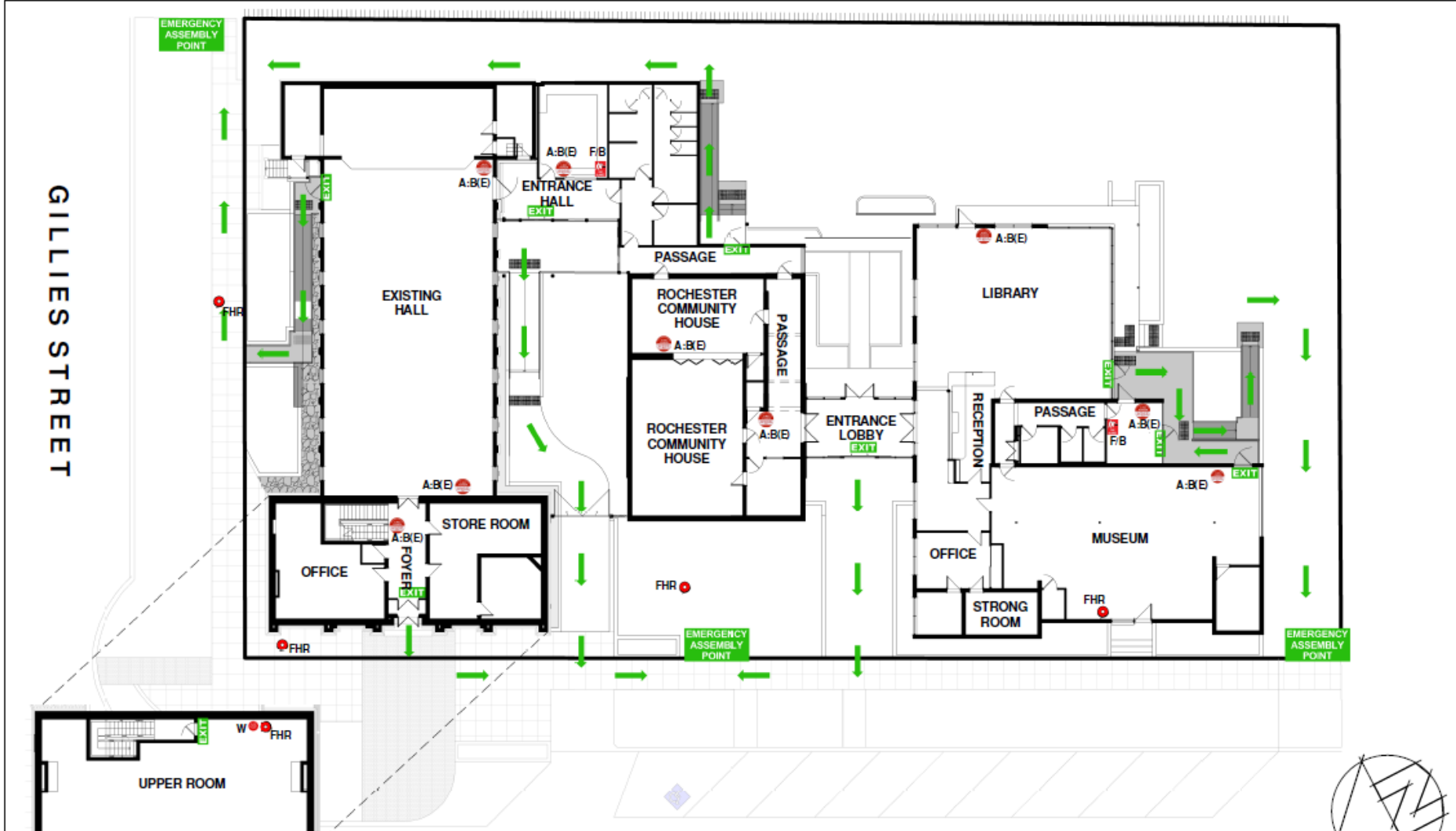
**First Aid Officer**

No designated Warden











**PLEASE REFER TO PLAN OF BUILDING**





**LEGEND**

- |   |  |   |   |
|---|--|---|---|
|  FB<br>FIRE BLANKET                        |  FHR<br>FIRE HOSE REEL    |  EXIT<br>EXIT SIGN             |  W<br>WATER EXTINGUISHER |
|  A-B/E<br>DRY CHEMICAL POWDER EXTINGUISHER |  EMERGENCY ASSEMBLY POINT |  EXIT<br>DIRECTIONAL EXIT SIGN |  CO2<br>CO2 EXTINGUISHER |

**EVACUATION DIAGRAM**  
**ROCHESTER COMMUNITY HUB & LIBRARY**

Address:  
**CORNER OF MACKAY & GILLIES STREET ROCHESTER**

Date Issue:  
**FEBRUARY 2013**

Scale:  
 NOT TO SCALE