

FACILITIES HIRE AGREEMENT EXETER SHOW SOCIETY Inc

THE HIRER IS RESPONSIBLE FOR SOURCING AND FUNDING ALL PERMITS THAT ARE REQUIRED TO ACCOMPANY THIS APPLICATION

FACILITY(S)

- Recreation Hall
- Recreation Hall including Commercial Kitchen
- Grounds, Recreation Hall, Toilets, Showers, Kitchen & Bar (subject to approvals & permits)
- Grounds & Toilets
- Grounds Oval 1
- Grounds Oval 2
- Grounds Equestrian Area
- Meeting Room
- Show Hall

CONTACT INFORMATION

Club/Organisation			
Purpose			
Address for account			Post Code
Contact name			
Phone	(M)	(B)	(H)
Email			

BOOKING INFORMATION

Day(s) required	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun
Date(s) required	Start date		End date				
Time(s) required							
Estimated attendance							
Private or public event							

PUBLIC LIABILITY - CERTIFICATE OF CURRENCY

Certificate of Currency attached Previously supplied

PAYMENT DETAILS

I agree to provide details to the Exeter Show Society to enable a bond to be paid via one of the methods listed below to the maximum amount of \$260 (no alcohol) or \$520 (with alcohol) for any breaches to the term and conditions listed, or for any additional damage or costs associated with the use of the facility during the hire period.

BY OTHER MEANS

Other payment options	<input type="checkbox"/> Cash	<input type="checkbox"/> Add to invoice
	<input type="checkbox"/> Bank Transfer	<input type="checkbox"/> Other (please specify)

FURTHER DETAILS

FOOD

Will food be sold? No Yes *The relevant permits will be sought and provided with application*

ALCOHOL

Will alcohol be consumed? No Yes **Complete Authority and Conditions of Use**

Will alcohol be sold? No Yes **Permit must be obtained from the licensing commission**

RUBBISH

- Users must be prepared to clean the facility after use, and complete the attachment checklist.
- Users must provide their own first aid kit.
- All rubbish must be removed from the grounds or a rubbish removal fee will be charged

FACILITIES HIRE AGREEMENT

EXETER SHOW SOCIETY Inc

ACKNOWLEDGEMENT

This form must be signed and returned to the Exeter Show Society Secretary together with the required fees and/or bond at least **5 days** before your event. **Failure to do so may result in your booking being cancelled.**

I undertake that I will at all times in the future indemnify the Exeter Show Society Inc, their volunteers and employees and keep them indemnified against all actions, liabilities proceedings, claims and expenses in respect of any injury or damage suffered by myself or any person present at my invitation or my knowledge, permission or authority arising out of connected or with the use of the facility. Without limiting the generality of this indemnity I accept that it includes breaches of duty by the occupier of the facility or any other duties imposed by law upon the Exeter Show Society or its volunteers in respect of the facility and the presence of my group at the facility.

I _____, acknowledge that I have read and accepted the conditions of hire for Exeter Show Society facilities

Signed

Date

COMPLETING YOUR FORM/APPLICATION

Your application will be assessed on receipt of this completed form, checklist and supporting information

Please return your form with your payment

Post

PO BOX 146
EXETER TAS 7275

Email

exetershow.secretary@gmail.com

FURTHER INFORMATION/ASSISTANCE

Phone

Louise Nunn (Secretary) M: 0418330651

Hilary Keeley (President) (M) 0438944725

PAYMENT

Your application will be assessed on receipt of this completed form and supporting information

Please return your form via one of the methods outlined below.

Account name

Exeter Show Society

BSB

067022

Account number

10033683

OFFICE USE ONLY - AUTHORISATION TO REFUND BOND

Name of authorised person

Reference Number

I acknowledge that I have inspected the hired premises. I found the premises to be:

In good order (bond returned)

Defects found (bond retained)

Exeter Show Society Representative:

Signature

Additional information (if defects found)

FACILITIES HIRE AGREEMENT

EXETER SHOW SOCIETY Inc

TERMS AND CONDITIONS

THE HIRER

- The Exeter Show Society reserve the right not to accept the hire application or to cancel the booking at any time
- A booking will be confirmed within 7 days of application being received, any cancellation of hire must be given 14 days before the date of the function/event in order for refund, otherwise out of pocket expenses by the Exeter Show Society will be charged to the hirer.
- Sub-letting of the facility is prohibited**
- The hirer shall conform to and obey all reasonable directions given by the authorised person in regard to the use of the facility
- A police officer or authorised person shall have access to the facility at any time, notwithstanding any hiring
- Any hirer not complying with the provisions of these conditions or in any way misconduct themselves may be removed from the facility by an authorised person or police officer
- Exeter Show Society take no responsibility for the property of any hirer whilst at the facility
- All vehicles admitted to the property are to be driven and parked so that no damage is caused to the facility or grounds
- Any motor vehicle driven or parked in the confines of the facility is entirely at the owners risk and no responsibility is accepted by the Exeter Show Society for any theft or damage
- The hirer shall not write on, decorate, placard, cut, damage, or pierce with nails, screws or any other contrivances (including bluetac & tape) the floor, wall or any part of the facility without permission from the Exeter Show Society
- The hirer shall be responsible for all damage caused to the facility during the period of hire and will be required to pay the costs of all repairs
- The hirer is required to have public liability insurance cover for a sum insured of at least twenty million dollars (\$20,000,000) for any one occurrence**
- The hirer shall enforce the following requirements within the building:
 - No alcohol to be consumed on the premise unless permission is obtained from Exeter Show Society. If alcohol is to be sold a liquor license must be obtained
 - No smoking in the building
 - No confetti is to be used in or around the facility
 - All electrical appliances are to be switched off before vacating the facility
 - No loud noise, rowdiness or conduct likely to cause damage is permitted
 - Non-Emergency Callouts eg: activating Fire Alarms due to excessive steam/smoke, will be at the hirers expense
- There shall be no interference with furniture and equipment not belonging to the hirer and not forming part of the hire agreement
- If a liquor license is held for this event then it must be displayed in a conspicuous position in the premises specific on it as per the Liquor Licensing Act 1990
- All fittings and equipment are to be left as found and the facility is to be left clean and tidy before exiting. The Exeter Show Society will provide a minimum of broom, mop and bucket for the use of the hirer. The provision of cleaning materials is the responsibility of the hirer
- The building is to be left secure with all doors and windows locked and security alarms armed where applicable. All keys and security codes must be returned to Exeter Show Society within 2 working days of the function's conclusion
- The hirer shall only access rooms and facilities hired
- Use of the facility for the approved function / event **must cease** at midnight (12.00am) Monday through Sunday
- Hirers may be charged double for exceeding the allowable open times
- The Hirer must ensure users of the facility are familiar with the location of all emergency exits and equipment
- Hire for Sporting Events: No liability will be accepted by Exeter Show Society Public Liability Insurance for sporting events. The hirer is required to provide a copy of Public Liability Certificate of Currency for any sporting event. If the hirer is unable to provide Public Liability Certificate of Currency, they will not be insured for their event.

Non-compliance with any of these conditions shall render the hirer liable to a penalty as determined by the Exeter Show Society, to be deducted from the hirer's bond.

EMERGENCY CONTACTS

DIAL 000 FOR POLICE, AMBULANCE OR FIRE BRIGADE

Exeter Show Society - After Hours Emergencies

President: Hilary Keeley Tel: 0438944725

Vice President: Trevor Clark Tel: 0407956599 Peter Cuddy Tel: 0411481159

Secretary: Louise Nunn Tel: 0418330651

FACILITIES HIRE AGREEMENT EXETER SHOW SOCIETY Inc

CONDITION REPORT / CHECKLIST

User / Group

Date(s)

Estimated number of people within the facility (including spectators)

GROUNDS CONDITION

Any hazards to the public, or users have been identified, risk assessed and made safe for intended use.

As Found (Good/Okay/Poor)

As Left(Good/Okay/Poor)

Recreation Hall

Recreation Hall including Commercial Kitchen

Grounds, Hall, Toilets, Showers,

Commercial Kitchen & Bar

Grounds Oval 1

Grounds Oval 2

Grounds Equestrian Area

Meeting Room & Kitchen

Show Hall

*Please indicate if the following items have been completed
Yes / No*

After use, have the rubbish bins been left behind hall, not overflowing, and excess rubbish removed?

TOILETS & SHOWERS (Male/Female)

Toilets cleaned, hand towel and toilet paper replenished, bins emptied and floors mopped

Cleaning equipment returned to cleaning cupboard

HALL

After Use, have all floors been vacuumed, swept & mopped

Has cleaning equipment been returned to cleaning cupboard

KITCHEN

All surfaces have been wiped and oven, dishwasher cleaned

Floors swept and mopped

All rubbish bins emptied

Personal foods removed from refrigerator

ADDITIONAL INFORMATION

Comments:

Checklist completed by (name)

Signed

Email

Contact number

COMPLETING YOUR CONDITION REPORT / CHECKLIST

Please scan and email this completed condition report /
checklist to exetershow.secretary@gmail.com