



George Town Council
Weymouth Progress Association
Booking Application Form
Weymouth Hall



Name of Organisation

Applicant's Name

Please note this is the name which will appear on receipts and any refund cheque (if applicable).

Address

Phone (work)

Phone (mobile)

Email

Name of Event / Function

Purpose of Booking

Anticipated Number of Attendees

Will you be serving/selling alcohol? Yes ☐ No ☐

If serving or selling alcohol, extra permits will be required

Do you require an inspection of the available facilities prior to confirming your booking?

Yes ☐ No ☐

FACILITIES REQUESTED

Please select from the options below

EVENT DETAILS

Start Date

End Date

Hire Start Time (includes set up time)

Main Event Start Time

Main Event End Time

Hire End Time (includes pack up time)

Recurring Booking Yes ☐ No ☐

Weekly ☐

Fortnightly ☐

Monthly ☐

Start Date

End Date

OTHER REQUIREMENTS (where applicable please indicate number required)

Equipment

Chairs ☐ Qty:

Tables ☐ Qty:

Kitchen ☐

Internet Access ☐
(\$3.50 per day)

Catering

Crockery ☐

Cutlery ☐

Please note hirer must provide own
tea, coffee and milk.



Weymouth Hall Hire Agreement

Please read and sign the public hall hire agreement below. Your signature will indicate that you have read and received a copy of the conditions of hall hire and public hall hire agreement.

Agreement

The applicant by his/her signature to this application undertakes to comply with the Conditions of Hire incorporating the Weymouth Hall Hire Agreement, a copy of which shall be retained by the hirer upon receipt of the application form.

I acknowledge receipt of the conditions of hire and agree to the terms therein

1. All sales, exhibitions, markets, public meetings and any other activity deemed necessary will be required to hold and keep current during the period of hire a public liability Insurance policy in a form approved by the George Town Council in the name of the Hirer providing coverage for a minimum sum of not less than \$5 million (\$5,000,000).

The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Hirer.

This policy must be shown prior to the function. Failure to provide evidence of adequate coverage may result in the cancellation of the booking.

3. The Hirer agrees to indemnify the Weymouth Progress Association and George Town Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, arising from the Hirers performance or purported performance of its obligations under the Weymouth Hall Hire Agreement and be directly related to the negligent acts, errors or omission of the Hirer.

The Hirers liability to indemnify the WPA and Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.

4. The hirer's signature to this application indicates his/her agreement (and that of the organisation he/she represents) to be jointly and severally liable for any damage sustained during the hours of hiring to the premises, facilities and surrounds whether inflicted by members, guests or uninvited persons.
5. Upon acceptance of this application the hirer undertakes to pay the relevant amounts applicable to the hire.
6. To confirm the booking, the hirer is required to forward payment of the Security Bond together with this signed agreement. Full payment of booking fees and a refundable \$30 deposit for the key should be made no later than one week prior to the booking date. Payment should be made by Electronic Funds Transfer to the following account: **BSB 067-600 Acc No. 11109660, Account name: Weymouth Progress Association. Reference is your name.**
7. Should the hirer cancel the booking with less than seven (7) days notice, 50% of the bond may be retained. Where a bond has not been paid, WPA reserves the right to invoice the hirer for up to the full booking fee that would have been applied had the cancellation not been made. Failure to pay within the specified time may result in refusal to accept future bookings for George Town Council owned buildings and facilities.
8. WPA and Council retains the right to determine the cost of any damage and/or extra cleaning necessary over and above that normally expected following a meeting/function and to retain all or part of the damage deposit bond to meet such costs if necessary.
9. Failure to comply with the requirements set out in this document will be regarded as a breach of the agreement giving WPA the right to sue for recovery of any amount due in respect of such breach and/or to cancel any future bookings.
10. The Hirer agrees to comply with the COVID-19 requirements and Emergency procedures as defined on attachment 1.

Signature of applicant: _____



George Town Council

Weymouth Progress Association



Conditions of Hall Hire

Weymouth Hall

Advertising Functions

The hirer or promoter shall not advertise any function within the municipality in a manner that contravenes Council's planning regulations.

No banners or signage is to be placed on the building without express permission being granted in advance.

Age

All hirers must be 18 years of age or over unless specific exemption is granted by the General Manager.

Alcohol

No spirits or other alcoholic liquor will be permitted in the Hall and its surrounds without prior consent and possession of appropriate liquor license and payment of the appropriate bond.

Attendants

The promoters of public functions are required to provide at least one adult attendant per 50 persons attending. The attendants must be capable of maintaining order at the function.

Cancellation of Bookings

All cancellation must be received at least seven days prior to the date of the booking made.

Cleaning/Removal of garbage

Removal of garbage is included in the hiring fee, provided garbage is left in the bins provided, or tied plastic bags ready for collection. No loose garbage or litter is to be left in the facility.

Floors should be swept and any spillages mopped up.

Condition of the Facility

The hirer must leave the building in a clean condition and all goods etc brought in by the hirer must be removed from the premises no later than the end of the booking.

All furniture and equipment must be returned to its original location and all crockery and cutlery must be thoroughly washed and dried.

The hirer will be responsible for the full cost of repair due to misuse of any WPA equipment.

Conduct

The hirer is responsible for the conduct of each and every person in attendance at function / meeting and for the maintenance and preservation of goodwill generally. Should it become necessary for the hirer to leave the facility during the function / meeting he or she must nominate a responsible person to act on his or her behalf.

Children must be supervised at all times by a responsible adult.

WPA and George Town Council will not permit or suffer anything to be done in the George Town Memorial Hall, or its vicinity that is disorderly or offensive.

Decorations

The erection of streamers, flags, bunting or other decorations, or the erection or placing of structures in or on exterior of the Memorial Hall may only be carried out with the approval and under the supervision of the Council.

Candles or any open flames will not be permitted within the Hall.

The hirer must remove all decorations or structures. The hirer will be responsible for any costs associated with any damage to Council property caused by the placement or removal of decoration.

Please Note: If a hirer requires access to the Hall for the purpose of setting up the room, erecting decorations etc. additional hire time will be charged.

Direction from WPA/Council Officers

The hirer agrees to act in accordance with WPA/Council officers as directed.

Council reserves the right to require a Council Officer to be in attendance at functions.

Electrical, Lighting and Sound Equipment

There must be no connection of or interference with the electrical installation, lighting effects, sound system, spotlights or any other electrical property without the written permission of the WPA. Spotlights must not be changed or moved.

Fees & Issuing of Keys

The relevant security bond must accompany the booking form when lodged with the WPA.

Keys may be issued up to 24 hours in advance of the date for which the booking is held, at which time the Hirer will be required to pay the relevant hiring fee and a refundable key deposit of \$30.

Where bookings are cancelled within 7 days of the booked date, WPA reserves the right to retain up to 50% of the bond or, where a bond has not been paid, may issue an invoice for up to the full amount of the fee that would have applied if the cancellation had not been made.

Tennis Court, Footpaths and Curtilage

The hirer shall not use the tennis court, road or footpaths adjacent to the Hall to carry out any activity either directly or indirectly associated with the hiring of the Hall, without the express written consent of the WPA.

Insurance

All sales, exhibitions, markets, public meetings and any other activity deemed necessary will be required to hold and keep current during the period of hire a public liability



George Town Council

Weymouth Progress Association



Conditions of Hall Hire

Weymouth Hall

Insurance policy in a form approved by the George Town Council in the name of the Hirer providing coverage for a minimum sum of not less than \$5 million (\$5,000,000).

The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Hirer.

This policy must be shown prior to the function. Failure to provide evidence of adequate coverage may result in the cancellation of the booking.

Liability for personal injury and/or damage to property

The Hirer agrees to indemnify the WPA and George Town Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, arising from the Hirers performance or purported performance of its obligations under the Public Hall Hire Agreement and be directly related to the negligent acts, errors or omission of the Hirer.

The Hirers liability to indemnify the WPA and Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.

Loss or Damage

The hirer is responsible for the cost of making good any damage caused to buildings, floor, furniture or fittings arising out of, and in the course of, the function or meeting. Reasonable wear and tear excepted.

Water marks or stain on carpets or other floor coverings will result in partial or complete loss of security bond.

The WPA or George Town Council is not responsible for the loss or damage to any property belonging to either the hirer or any person attending the function or meeting.

Any damage caused to Council property will be restored by the Council and the cost of such repairs or replacements will be charged to the hirer. The Council retains the right to determine the cost of any damage or cleaning required and to retain this amount from the security bond. The security bond less any deduction shall be refunded to the hirer

within twenty-eight (28) days. Where damage exceeds the amount of the security deposit, the hirer will be charged the balance.

Refused or Cancelled Bookings

WPA expressly reserves the right to refuse to accept a Booking.

The WPA will not be liable for any loss or damage in consequence of the exercising of this right. In these circumstances, WPA may refund any portion of fees already paid if a refund is warranted.

Sales and exhibitions

- i. Spruiking is prohibited.
- ii. The placing of advertising signs on the Memorial Hall without permission is prohibited.
- iii. Fire exits are to be kept clear at all times.
- iv. Any damage to the facility or its fittings or equipment are to be paid for in full by the hirer.
- v. Amplified sound is not permitted outside the Hall without prior written consent from the Council.
- vi. Leaflet distribution is strictly prohibited unless authorised by the General Manager.

Smoking

Smoking is not permitted in any part of the Weymouth Hall.

Storage of items

No storage facilities can be provided (except where prior arrangements are already in place) and regular users are required to take all belongings with them after each booking. WPA will not assume any responsibility for any such belongings left on the premises.

Volatile/inflammable materials

Bringing into the Weymouth Hall or the use therein of volatile/inflammable material of any types is expressly prohibited. The use of Barbeques, candles or any other open flame object is prohibited.

Vacation of premises

The hirer will be responsible for ensuring that the Hall is vacated by the scheduled time. If the Hall is not vacated by the scheduled time, a surcharge may apply. The hirer will be responsible for the behaviour and the quiet departure of guests from the Hall.

The hirer will be responsible for securing the building upon vacation.



George Town Council Weymouth Progress Association



Conditions of Hall Hire Weymouth Hall

COVID-19 Requirements and Emergency Evacuation Procedures

Attachment 1

The Principal Hirer must ensure that all attendees comply with all COVID-19 requirements

Principal Hirer Obligations

The Hirer must ensure that all attendees experiencing COVID symptoms or who have tested positive to COVID within 7 days of the hire date are asked to leave.

- Is it recommended that all attendees use hand sanitiser on entry.
- All surfaces including tables, chairs, bench tops, door handles are wiped down regularly using hospital grade disinfectant (provided). Please see Hall Checklist.

In the event of an emergency or fire, the Principal Hirer is responsible for the following:

- | | |
|---|---|
| <ul style="list-style-type: none">▪ Ascertain the nature of the emergency and determine the appropriate action.▪ Ensure all persons are notified of the emergency▪ If necessary, initiate evacuation to the designated Assembly Point: Tennis Court.▪ Search all areas to ensure all persons have been evacuated.▪ Assist any mobility-impaired person.▪ Ensure the orderly flow of persons to the assembly areas. | <ul style="list-style-type: none">▪ Ensure that the Tasmanian Fire Service is notified – 000▪ Ensure that the building has been totally evacuated.▪ Ensure exists are secured to prevent re-entry to the affected area.▪ Brief the emergency services personnel upon arrival. |
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George Town Council Weymouth Progress Association



Conditions of Hall Hire

Weymouth Hall

Weymouth Hall Hire: Fee Structure

| Facility or Service | Fee Description | Fee (No GST) |
|------------------------------------|-------------------------------|-----------------|
| Key Deposit | Refundable upon return of key | \$30 |
| Weymouth Memorial Hall - Bond | Event without Alcohol | \$60 |
| Weymouth Memorial Hall - Bond | Event with Alcohol | \$300 |
| Weymouth Memorial Hall and Kitchen | Non-commercial per hour | \$25 |
| Weymouth Memorial Hall and Kitchen | Non-commercial per day | \$100 |

Payment Details:

Electronic Funds Transfer

BSB 067-600

Account Number: 11109660

Account Name: Weymouth Progress Association

Reference: Your name

All fees for WPA are free of GST.

Cost of cleaning covered by hire rate.

Cost of breakages covered by Bond.

PLEASE NOTE:

Bookings for 18th or 21st birthday parties will not be accepted.

Please complete a Booking Request Form and return it by email to:

admin@weymouth.org.au

Weymouth Hall bookings *do not* include use of the tennis court.



George Town Council Weymouth Progress Association



Conditions of Hall Hire

Weymouth Hall

Weymouth Hall Checklist: Casual Hire

To ensure that you receive a refund of the total of your Bond, please ensure that the following actions are undertaken at the completion of your hire period.

| HALL | Done ✓ |
|---|-----------|
| Vacuum/mop floors where required. | |
| Wipe down door handles and frequently used surfaces with disinfectant wipes | |
| Close blinds | |
| Stack chairs | |
| Stack foldable tables | |
| Switch off Sound system | |
| Switch off hall lights and fairy lights | |
| Put all rubbish in wheelie bins | |
| Lock all doors | |
| Return key to lockbox and secure | |
| Ensure toilets are left in a clean state | |
| Advise of any breakages | |
| KITCHEN | |
| Wipe down all door handles, bench tops and surfaces with disinfectant wipes | |
| Ensure sink is clean and cleared | |
| Wash all used crockery and cutlery and return to drawers | |
| Ensure hand washing sink is clean and wiped down with disinfectant wipes | |
| Ensure all benches are cleared | |
| Clean Turbofan oven and gas cooktop/stove | |
| Wipe out fridge/freezer | |
| Remove all perishables from fridge | |
| Empty rubbish bins into wheelie bins | |
| Close roller screen | |
| Ensure external door and kitchen doors are locked | |
| Switch off lights | |
| Switch off oven at main switch | |
| Switch off water heater | |
| Ensure gas is turned off and oven is switched off | |
| Advise of any breakages | |



George Town Council Weymouth Progress Association



Conditions of Hall Hire

Weymouth Hall

Weymouth Hall Casual Hire

Breakages

| | | |
|--|-----------------|--|
| Name of Hirer | | |
| Date of Hire | | |
| Contact Phone | | |
| Contact Email | | |
| | | |
| Breakages: | | |
| Please include a description of breakages | Quantity | |
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