



# Application for Hire of the Halls Gap Community and Tourism Hub

**APPLICATION FOR HIRE OF VENUE**

To ensure the efficient and effective organisation of your function, please complete this application form and return to the Halls Gap Visitor Information Centre no later than one month (30) days prior.

**The Venue:** Halls Gap Community and Tourism Hub

Name of Organisation/Club/Group: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact Person 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person 2: \_\_\_\_\_ Phone: \_\_\_\_\_

Details of Activity: \_\_\_\_\_

Number of people attending: \_\_\_\_\_

Activity date: \_\_\_\_\_ Time of event: \_\_\_\_\_

Date/s for hire (this should include set up and clean up times):  
\_\_\_\_\_

Have you registered your event with Council? \_\_\_\_\_  Yes  No

- All events must be registered with Northern Grampians Shire Council

**Hirer details:**       Community Hire       Private Hire

**Community Group Waiver of Fees**

We support community groups in the organisation of activities, functions and seminars etc, through the waiving of the fees, if the organisation can meet the following criteria.

The criteria to be eligible to apply for the waiver of the base fees is as follows:

- |   |                          |                          |
|---|--------------------------|--------------------------|
|   | Yes                      | No                       |
| The organisation is a not for profit organisation                       | <input type="checkbox"/> | <input type="checkbox"/> |
| The function can be demonstrated to provide benefit for the community   | <input type="checkbox"/> | <input type="checkbox"/> |
| The function will not include the consumption of alcohol                | <input type="checkbox"/> | <input type="checkbox"/> |
| If food is to be consumed, you must contact Environmental Health at NGS | <input type="checkbox"/> | <input type="checkbox"/> |
| If alcohol is to be consumed, you must contact Local Laws               | <input type="checkbox"/> | <input type="checkbox"/> |

Private Hire Fees	Full Day (Over 4 hours)	Half Day (Up to 4 hours)
Main Hall	\$165 <input type="checkbox"/>	\$82.50 <input type="checkbox"/>
Supper Room	\$71.50 <input type="checkbox"/>	\$33 <input type="checkbox"/>
Main Kitchen	\$110 <input type="checkbox"/>	\$55 <input type="checkbox"/>
Hub	\$165 <input type="checkbox"/>	\$82.50 <input type="checkbox"/>
Multipurpose Room	\$44 <input type="checkbox"/>	\$22 <input type="checkbox"/>
Meeting Room	\$44 <input type="checkbox"/>	\$22 <input type="checkbox"/>
If Alcohol is being consumed	\$220 <input type="checkbox"/>	\$220 <input type="checkbox"/>

**Note: All prices are inclusive of GST**

**1) Set Up & Clean Up**

*Please ensure that your set up and clean up times are included in your hire dates, It is the responsibility of the function organisers to set up and clean up before and after their function. Fees will apply if not done.*

**2) Insurance**

I/We have provided a copy of an appropriate Insurance Policy  Yes     No

**3) Booking Cancellations**

Grampians Tourism must be advised of all cancellations in writing no less than 7 days prior to the function.

## **Non Compliance:**

In addition, Grampians Tourism will impose non-compliance charges for failure to comply with the conditions as set out in the Conditions of Hire.

The Conditions of Hire provide an undertaking from the hirer to pay for any damage to our facilities during the function, or non-compliance charges as stated within these conditions.

Failure to pay any charges as invoiced may result in the refusal of future use of these facilities.

### **NON COMPLIANCE CHARGES**

Please be aware that a minimum of \$100.00 will apply for non compliance of the following and after assessment, if the damage is greater or there has been excessive use of utilities you will be invoiced accordingly;

- Failure to turn off electricity, gas heating and or cooling
- Failure to lock doors
- Damage to any property
- Extra cleaning or removal of waste

### **CONDITIONS OF HIRE**

1. The hire fee (if applicable) must be paid at least five days in advance. In exchange for payment, you will be allowed to use the property floor space, toilets and normal property furnishings during the period when the Hire Agreement applies.
2. You must keep the property clean and tidy and in good repair and condition and leave it that way at the end of each time of hiring.
3. No chairs or other equipment are to be removed from the property without prior consent.
4. The fire doors are to remain free from obstruction at all times.
5. When you leave the property all rubbish must be appropriately disposed of and everything used must be cleaned and returned to its original place of storage.
6. You must cover and reimburse Grampians Tourism for any losses or damage incurred as a result of using the facility, including any claim made against Grampians Tourism by you, anyone connected with you, or anyone who attends the property as a result of your use of it.
7. You must not allow anything to be done which might be of nuisance to, or damage the property of, Grampians Tourism or the owners or occupiers of any other property in the neighbourhood, or which might adversely affect the insurance of the property.
8. Council may designate a particular part of the property, which is the only part you are entitled to use throughout the term of the Hire Agreement.
9. The Hire Agreement under no circumstances is to be considered either a lease or any other act and that this Hire Agreement confers no statutory rights of security of tenure conferred by relevant legislation.

### **Food and Liquor Requirements**

1. Food Act registration must be obtained from Council if food and/or non-alcoholic drinks are sold (includes food supplied where it is inclusive of service or entertainment provided).
2. Any Liquor Licensing to sell or consume liquor must be obtained from Liquor Licensing Victoria Ph: (03) 9655 6696.

### **HIRE AGREEMENT**

**To be read and signed by the authorised Applicant/Organisation representatives.**

- a) All details provided are accurate and true and I/we are authorised to act on behalf of the applicant/organisation.
- b) The function will be organised and managed as I/we have described unless advised otherwise by Grampians Tourism and/or its authorities.
- c) By signing the Application Form/Hire Agreement the applicant accepts the Conditions of Hire.
- d) I understand that the Application will constitute approval and confirmation will be given within 14 days of lodgement.
- e) I hereby acknowledge receipt of the Evacuation Instructions, and am fully aware and accept the conditions as set out in that document.

**Applicant/Organisation:** \_\_\_\_\_

Contact Name 1: \_\_\_\_\_ Contact 2: \_\_\_\_\_

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

**PRIVACY STATEMENT**

Personal information requested on this form will only be used by Grampians Tourism for the purposes of processing your hire application and will not be disclosed without your consent except where authorised by law. You have the right to seek access and correction of your personal information.

*\*Please return your completed form to [hallsgap@visitgrampians.com.au](mailto:hallsgap@visitgrampians.com.au)*

**Contact Information:**

Halls Gap Visitor Information Centre.  
Grampians Road, Halls Gap Vic 3381  
Ph: 1800 065 599  
Email: [hallsgap@visitgrampians.com.au](mailto:hallsgap@visitgrampians.com.au)

Grampians Tourism Board Inc.  
PO Box 81, Halls Gap Vic 3381  
Ph: 03 5356 4865  
Email: [admin@grampianstourism.com.au](mailto:admin@grampianstourism.com.au)