

# Community Centres

## Application to hire

<b>Name of property</b>			
<b>Organisation</b>			
<b>Person responsible</b>	<b>Name:</b>		
	<b>Address:</b>		
	<b>Phone:</b>	<b>Mobile:</b>	
	<b>Email:</b>		
<b>Purpose for hiring</b>			

Hiring dates and times					
Day	Date	Month	Year	Time IN	Time OUT

<b>Is alcohol being served?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Public liability insurance</b>	Have you attached a copy of your public liability insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, do you require Hirers Liability Insurance cover arranged by Swan Hill Rural City Council? <input type="checkbox"/> Yes <input type="checkbox"/> No

The following conditions apply:

- No inconvenience, or obstruction, being caused to public.
- Your organisation ensuring that the site is left in a clean and tidy condition.
- Compliance with any instruction given by a Council Officer.

I/We acknowledge that the information contained on this application form is true and correct and that I/we have read and fully understand the attached conditions of hire set out by the Swan Hill Rural City Council and agree to abide by these conditions.

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Conditions of hire

## Insurance provision

The organisation shall take out and keep current during the period of this permit/lease/agreement, a public liability insurance policy in a form approved by Council. The policy shall provide coverage for a minimum amount of \$10 million dollars. The Public Liability Policy shall be affected with an insurer approved by Council.

The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Principal, and shall extend to cover the Principal in respect to claims for personal injury or property damage arising out of negligence of the permit holder/lessee/organisation as applicable.

## Certificate of Currency

A "Certificate of Currency" containing the 'Special Provisions' indemnity endorsement shall be provided to Council prior to granting of this permit/lease/agreement.

The endorsement shall be in the following form.

The Policy is extended to indemnify the Swan Hill Rural City Council in respect of any claim indemnifiable under the policy brought in respect to personal injury or damage to property caused by an occurrence arising directly and solely out of negligence acts, errors or omissions of the Insured.

This extension does not extend to any negligent acts, errors or omissions of the Swan Hill Rural City Council its staff or agents themselves.

## Indemnity/Hold/Harmless clause

The permit holder/lessee/organisation agrees to indemnify and to keep indemnified the Principal, 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 permit holder/lessee/organisations performance or purported performance of obligations under this agreement, and be directly related to the negligent acts, errors or omission of the permit holder/lessee/organisation.

The permit holder/lessee/organisation's liability to indemnify the Principal shall be reduced proportionally to the extent that any act or omission of the Principal, its servants or agents, contributed to the loss or liability.

## Casual hirers/users

Casual Hirers/Users of Council owned/controlled facilities may, take advantage of a "Blanket Public Liability Insurance cover arranged by Council, should the above conditions not be appropriate.

**Please note: This cover is only available for casual hirers/users and not applicable for agreements for periods over 3 days or more.**

## Waste Management

If you are holding an event that will generate waste, you must organise your own waste and recycling bins and the clean up/collection of the bins through a commercial waste management company.

If extra collections and clean up of waste produced by the event is required, the charges will be passed onto the event holder.