

**STREAKY BAY INSTITUTE  
& SUPPER ROOM BOOKING FORM**  
PROPERTY MANAGEMENT  
DCSB 16 Form 14

**CASUAL HIRE AGREEMENT**

Type of Function: \_\_\_\_\_

Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone No: \_\_\_\_\_

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

Date(s) required: \_\_\_\_\_

Duration of Function From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Estimated Number of Attendees \_\_\_\_\_

Will you have a caterer who is PROVIDING food YES/NO If Yes please provide Food  
Notification - Number \_\_\_\_\_

Will you be SELLING alcoholic refreshments (please strike out which does not apply) YES / NO

Permit Required YES / NO  
Please provide a copy of the permit

Will you be ADVERTISING your event using a banner or A Frame?

Do you require additional bins?

Do you require the Lighting table?

The Hirer Site Responsible Person in the Event of Emergency Evacuation is \_\_\_\_\_

**BOND REFUNDS**

Refund to *(bonds will be refunded in full unless the Terms and Conditions are not met fully by the hirer):*

Bank Account Name: \_\_\_\_\_

Bank Accounts BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

## FACILITIES REQUIRED

INSTITUTE  SUPPER ROOM  KITCHEN

LPG GAS (for cooking e.g BBQ/Weber) Y  N

If YES – complete & forward: SafeWork SA Event Notification form.

COUNCIL CLEANING (as per Council's fees and charges)

Set up time: from: \_\_\_\_\_ to: \_\_\_\_\_

## ACKNOWLEDGMENT OF CONFIRMATION

I hereby acknowledge that I have received, read and understood the District Council of Streaky Bay and Conditions and agree to use these facilities in accordance.

I understand that:

- I am responsible for ensuring that the premises is left clean and tidy and understand all rubbish must be removed and taken away
- I am responsible for any loss or damage to the facility and its contents and agree to pay any costs incurred as a result of that loss or damage
- I will only use the facility within the agreed specified times, secure upon leaving and not exceed my agreed hire time
- I understand that upon receipt of this signed form, the Terms and Conditions will be applied.

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

## OFFICE USE ONLY

Bond Paid: YES / NO Receipt CF \_\_\_\_\_

Entered in Magiq (13535) & calendar: YES / NO Bond refunded form completed: YES / NO

Payment made: YES / NO / PARTIAL

Amount to be invoiced: \_\_\_\_\_

Copy of Insurance received YES / NO Copy of alcohol permit received: YES / NO

SA Event Permit YES / NO / NOT APPLICABLE

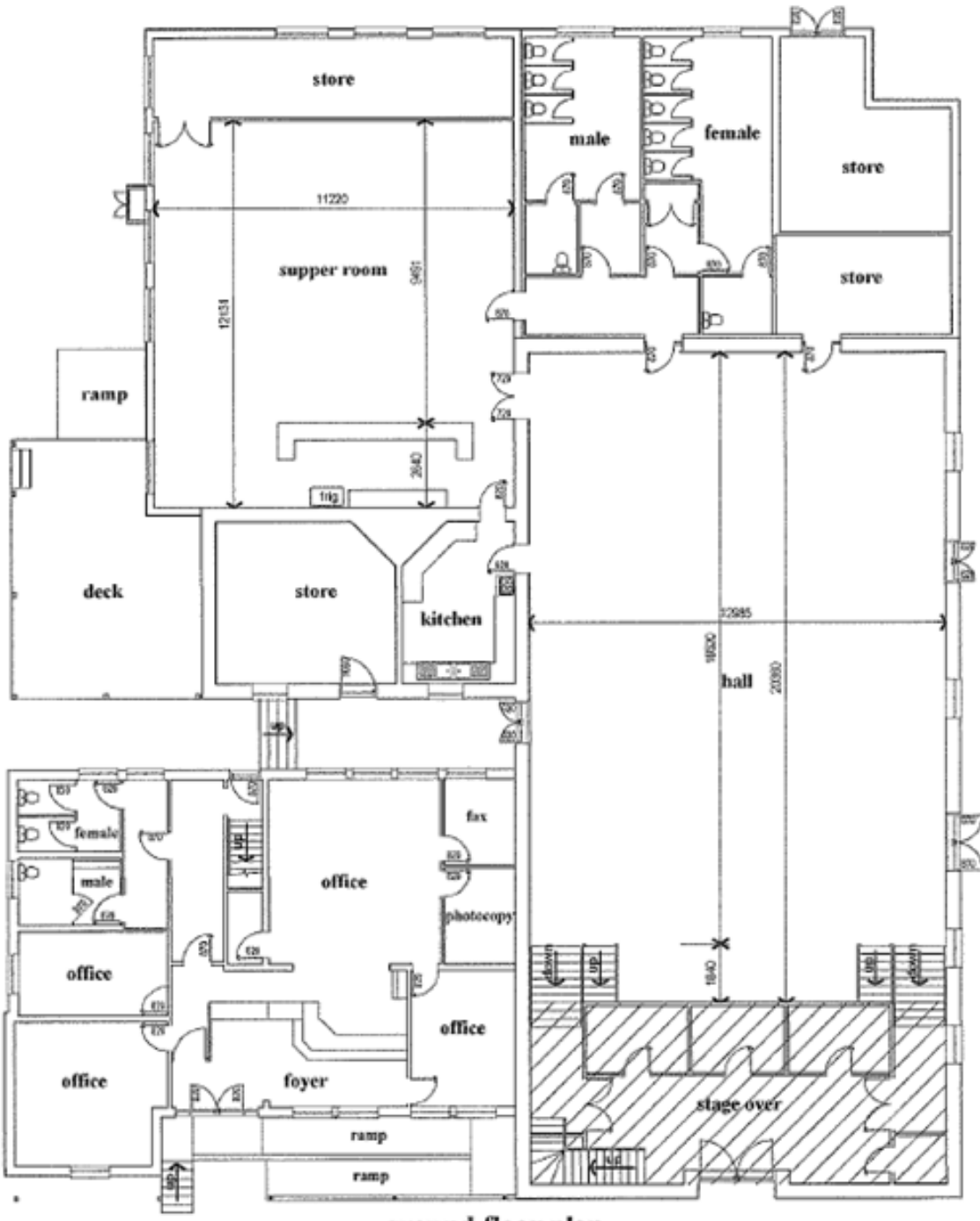
Food Business Notification No: YES / NO / NOT APPLICABLE

Banners and A Frame Application: YES / NO / NOT APPLICABLE

Equipment - Testing and Tagging YES / NO / NOT APPLICABLE

\*\* PAGE 1 to 3 to be completed and returned by the Council

\*\* PAGE 4 to 8 to be retained by the Hirer



**ground floor plan**

drawing title streeby bay institute hall & supper room	
view plan view	
date 15/05/08	drawn robert b. fox
scale 1:125 @ A3	

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### Discovery/ Reporting

On discovering an emergency:

- Move persons away from danger
- Inform the Hirers Site Responsible Person
- Inform emergency services – **DIAL 000**

### Evacuation Signal

The signal to evacuate will be:

- A verbal announcement by the Hirers Site Responsible Person
- Obvious necessity

### Evacuation

- When requested to evacuate the site please exit via the nearest signed exit, or as directed
- On exiting move immediately to the assembly area located in the adjacent Car Park (South Western Corner of Car Park- Refer Evacuation Diagrams )
- Please remain in this area until directed by your Hirers Site Responsible Person/Emergency Services

### Remain Calm

- At all times remain calm and follow the directions of the Hirers Site Responsible Person – Contact the District Council of Streaky Bay – Emergency Number: 0484 767 826

### Persons who are Mobility / Hearing / Visually Impaired

- Ensure people are available / directed to assist as required

### First Attack Fire Fighting Equipment

The following equipment is located within the site:

- Fire extinguishers
- Fire blanket

**Only use this equipment if safe to do so**

### First Aid

Your nearest first aid kit is located:

- In the kitchen area (signed cupboard)

### Defi Machine

- Across the street on Beta Electrical wall

### General Guidelines

- Keep exits clear at all times
- Don't misuse emergency equipment
- Directives must be given in a calm, clear voice and supported by visual signals
- Do not engage with argumentative persons. If person refuses to comply with your instructions carry on with your duties and report the matter to Emergency Services as soon as possible
- Be on the alert for persons gathering outside the site and encourage them to move well away
- Be on the alert for persons attempting to enter the site following the evacuation

## TERMS AND CONDITIONS

Please read the following conditions carefully and retain and refer to this information for the duration of the hire period.

### 1. TYPE OF FUNCTION

1. Full details of the nature or type of booking/function/event being held must be advised at the time of booking.
2. The Chief Executive Officer or an authorised officer has the right to refuse or cancel bookings believed to be unsuitable or inappropriate for the venue.
3. All refreshment commodities and resources, apart from the facilities listed in the kitchen inventory must be provided by the hirer.

### 2. CAPACITY

1. The maximum capacity for the Institute is 200 people and the Supper Room is 80 people. Performers are limited to 30 adults or 60 children in the backstage area which include the downstairs foyer area. In the case of the performers being children, for each adult present backstage the number of children shall be reduced by two (2).
2. Hirers will provide to Council, the expected attendance figures of each hire
3. The Hirer must nominate a Site Responsible Person on the booking form in the event of emergency evacuation of the area/s hired. Refer to the Evacuation Action Plan attached to the booking form. No structures/objects are to be placed in front of, or in any way obstruct the access to, any fire extinguisher or exit located in the facility.

### 3. BOOKINGS

1. All bookings must be made through the Principal Office of the District Council of Streaky Bay, located at 29 Alfred Terrace, Streaky Bay.
2. A hire agreement can only be entered into by a person over the age of 18 years and is not transferable.
3. The person nominated on the hire agreement (the Hirer) is responsible for the booking and all conditions of hire.
4. A signed hire agreement confirms the hirer understands the Terms and Conditions of their hire.
5. Tentative Bookings and telephone bookings will only be held for fourteen (14) days and will be cancelled should there be no confirmation during this time period.
6. Confirmation of a booking occurs when Council receives and verifies the completed and signed application form as per Item 5.
7. Hirers must book for the total time required for their booking. This includes setting up, packing away and cleaning times. Hirers must strictly adhere to their booked times, as:
  - (a) the Council reserves the right to accept booking requests from other hirers with only half hour duration between bookings; and
  - (b) the Hirer will be responsible for ALL costs incurred as a result of exceeding booking times.
8. Prior to using the hired venue, the Hirer must complete the DCSB-16 Form 01 Streaky Bay Institute & Supper Room – Pre & Post Hire Inspection Checklist and notify Council staff of any defects or damages that require to be rectified. This form will be used as an assessment of damages, after the completion of hire.

#### 4. FEES AND CHARGES

The fees and charges of hire for the venue, is located on the District Council of Streaky Bay Website – [www.dccstreakybay.sa.gov.au](http://www.dccstreakybay.sa.gov.au).

#### 5. INVOICING

1. Upon receiving the booking confirmation the Council will invoice the Hirer requesting full payment of the hire fee.
2. All invoices must be paid in full prior to booked date(s) and time(s) – excluding regular hirers.
3. The Council reserves the right to discontinue bookings should accounts not be paid.

#### 6. CANCELLATIONS OF BOOKINGS BY HIRER

1. Cancellations with less than 48 hours' notice will result in fees (excluding bond) paid being forfeited.

#### 7. CANCELLATIONS OF BOOKINGS BY DISTRICT COUNCIL OF STREAKY BAY

1. Council may cancel the booking without notice in the event of an emergency, if the venue is deemed to be unsafe or Council requires the venue for an emergency relief centre, and will;
  - (a) Refund any amounts paid by the Hirer in relation to the booking if the Hirer is without fault;
  - (b) Not be liable for any loss or damage suffered as a consequence of exercising its right to cancel the booking.

#### 8. BOND AND ISSUE OF KEY CODES

1. A Bond must be paid as security against non compliance of hire conditions for all bookings.
2. A Bond will be collected for the purpose of costs to cover electrical costs, if air conditioner is left on.
3. A Bond will be only be refunded in full should there be no costs to the Council arising from the function.
4. Where costs for the above exceed the Bond, the Hirer will be responsible for any additional expenses incurred by Council due to the function. This is not negotiable.
5. Key codes for the access via the supper room door will be supplied to the Hirer on the day prior but it does not give authorisation for access to the venue outside the hours of hire. Any access required to the premise must be first approved by Council.
6. Keys for the cleaning cupboard and storeroom are located in a key safe, located above the fire extinguisher at the Supper Room entrance. The code is 4938.
7. Permanent/Regular Hirers will be issued a key code annually and any unauthorised use of these key codes will result in instant cancellation of any future bookings.

#### 9. SECURITY

1. Emergency Exit doors are to be used in an emergency and must be kept clear at all times.
2. The Hirer is responsible for securing the premise before leaving the building, and must
  - (a) Switch of all electrical appliances, lighting, fans and air conditioning.
  - (b) Lock all windows and doors
  - (c) Return all furniture to correct positions
  - (d) Check all taps are turned off;
  - (e) All patrons have vacated the premise.

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Printed copies are considered uncontrolled. Before using a printed copy, verify that is the current version

## 10. ADVERTISING BANNERS AND A FRAMES

Advertising banners and A frames of any kind are not to be erected on Council Property, unless approval is sought by completing the:

DCSB-14 Form 59 – Advertising Signage Application form

## 11. FURNITURE AND EQUIPMENT

1. The hire fee includes the provision of some furniture and equipment. Other furniture, equipment and items required will be the responsibility of the Hirer.
2. The building has the following furniture and equipment

Stackable Chairs	200
Round Tables	12
Trestle Tables	8 - 9
Wooden Trestles	2
Plastic Plants	4
Crockery, cutlery	Limited
Linen	Limited

3. Hire fees do not cover the setting up of seating, tables or hire equipment before or after the function. It is the Hirer's responsibility to return all furniture and equipment to the pre-hire condition. Failure to do so is a non-conformance of hire, and the Hirer will be charged.
4. All furniture and equipment is to remain within the footprint of the building.
5. Delivery and collection of goods and equipment must occur during the booked and prepaid hours of hire UNLESS alternative arrangements have been made with Council staff.
6. The Council does not accept any responsibility for any equipment left in the premise, by the Hirer and any storage of equipment and furniture may incur additional costs.
7. Any equipment utilised by the Hirer must be returned to its original position.
8. All tables, chairs and any other equipment located within the facility are not to be removed from the building and are not for separate hire, unless permission is sought from the Council, as per the DCSB-ESP-06.01 – Private Hire of Council Plant and Equipment Policy.
9. Any equipment used must be in accordance with any work instructions listed below:

### (a) Lighting and Lighting Table

- No lights or lighting fixture are interfered with in anyway.
- Decorations are not to be attached to the lighting fixtures;
- Permission is sought before use of the lights that are located out from the stage (mounted to the ceiling).
- All lighting must be switched off prior to vacating the premises. A **10% surcharge** will be added to the hire fee if the Caretaker reports that lights were left on.

### (b) Decorations

- The use of confetti, glitter or similar materials is strictly forbidden without permission of Council;
- Permission is sought before use of any decorative items that are located in the storeroom, other than those items listed in Item 17.
- The driving of tacks, nails, screws or adhesive materials etc into or on any of the woodwork, floor, walls or any part of the building, equipment or fixtures is not permitted.
- Decorations and or any material must not be used to cover or obscure the emergency exits.

(c) **Hall Floor**

- Council does not permit the use of any type machinery on the Institute Floor – ie: scissors lifts
- Moveable scaffolding, that has rubber wheels is allowed.
- When moving furniture and equipment, it should be moved by rubber wheel trolley or lifted. Equipment is not to be dragged over the floor.

(d) **Air conditioner**

- Prior to vacating the premises, the air conditioners must be turned off. A 10% surcharge will be added to the hire fee if the Caretaker reports that air conditioners were left on.

(e) **Urn**

- Prior to vacating the premises all urns must be emptied and left inverted.

(f) **Fridge and Bar**

- Council will allow for the fridge and bar to be moved around within the building, however, as these are very heavy items, they are required to be lifted and not dragged. Any damage incurred by undertaking this, will become a cost to the Hirer.

(g) **Candles and Smoke machines**

- Prior to using candles and smoke machines within the building a Risk Assessment is required to be completed, prior to hiring. DCSB-12 Form 57 Risk Assessment

## 12. **FOOD SAFETY AND CATERING**

1. Organisers of events (including community bodies) involving the preparation and sale of food, should ensure they adhere to requirements and the Food Safety standard and have completed a Food Act 2001, Section 86 – Food Business Notification Form

[https://www.sahealth.sa.gov.au/wps/wcm/connect/26929180437630f8955cdfc9302c1003/Food+Business+Notification\\_v2\\_interactive\\_2\\_text+wrap.pdf?MOD=AJPERES&CACHEID=RO\\_OTWORKSPACE-26929180437630f8955cdfc9302c1003-nKMQK8O](https://www.sahealth.sa.gov.au/wps/wcm/connect/26929180437630f8955cdfc9302c1003/Food+Business+Notification_v2_interactive_2_text+wrap.pdf?MOD=AJPERES&CACHEID=RO_OTWORKSPACE-26929180437630f8955cdfc9302c1003-nKMQK8O)

For further information: [www.sahealth.sa.gov.au](http://www.sahealth.sa.gov.au), [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

A copy of the food safety number is to be included on your application form.

2. Any cooking oil must be disposed of away from the venue and not poured down any internal or external drains, sinks or toilets.
3. If LPG gas BBQ's are used (outside of the institute/supper room buildings) for the purpose of cooking or heating food, notification must be provided to SafeWork SA by completing SafeWork SA Event Notification form.

[https://www.safework.sa.gov.au/\\_\\_data/assets/pdf\\_file/0019/143920/Event-safety-Public-event-notification.pdf](https://www.safework.sa.gov.au/__data/assets/pdf_file/0019/143920/Event-safety-Public-event-notification.pdf)

Further Information in relation to event safety is located

<https://www.safework.sa.gov.au/industry/recreation-and-events/event-safety>

Drop sheets are required under BBQ areas to avoid grease spillages damaging pavers or deck. On total fire ban days and within the Fire Danger Season, BBQ's must be used in accordance with guidelines provided by CFS. [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au)



4. Any electrical equipment brought in by the Hirer must be tested and tagged as per AS 3760 - In service safety inspection and testing of electrical equipment. Failure to do so will result in a loss of bond.
5. No portable cooking equipment is to be used within the Institute, kitchen or Supper Room, other than for the purpose of reheating food, unless permission is granted by the District Council of Streaky Bay.
6. All cooking and food preparation must be carried out within the Kitchen and Bar area.

### 13. LIQUOR LICENCING

Alcoholic beverages are not to be sold in all areas of the Streaky Bay Institute without the relevant liquor licence being obtained prior to the date of hire. Hirers need to apply through The Office of Liquor and Gambling Commissioner if they require a limited liquor licence, if the following circumstances apply:-

A short term liquor licence is required when

- there is a sale, supply or permit of the consumption of liquor, at an event or function from which you will derive a commercial or financial benefit.
- *Or a regulated premise*
  - (a) Public place being used for an organised event with an admission charge

<https://www.sa.gov.au/topics/business-and-trade/liquor/apply>

### 14. MUSIC AND NOISE

1. Hirers shall ensure that no noise is emitted, caused, or made that causes nuisance to any member of the public and ensure that the noise level does not exceed 83 decibels when measured at any place within the Streaky Bay Institute and all other areas.
2. Hirers should ensure that guests leave the premise promptly and quietly by 1 am and failure to comply may result in a forfeiture of part or full bond if a complaint has been received.

### 15. CLEANING

1. If the hirer does not wish to clean the premises, Council can provide this service at a cost to the Hirer.
2. The hired area must be cleaned and tidied to the pre-hire condition before vacating the building, as per the Cleaning Checklist.
3. All food scraps, bottles, decorations and any other debris must be placed within the 240 litre bin provided and put on the road verge in front of the Council Office for collection.
4. Additional bins and collection can be organised with staff at the Streaky Bay Waste Landfill Station. The Hirer will be responsible for pickup and arrangements and costs for the disposal of the waste.

For pickup contact – Council’s Waste Transfer Staff – 0459 874 558

For disposal contact -Council’s Waste Contractor, Eyre Peninsula Recycling – 0428 885 114

5. If the Hirer fails to comply with this clause, Council will give the Hirer the opportunity to rectify this and or employ Council staff to undertake the clean, which will be an additional cost to the Hirer.

### 16. DAMAGE

1. Hirers must respect the Council’s property and the rights and belongings of other patrons of the venue.
2. Under no circumstances is any item from within the venue, be taken outside the building.

3. A pre check form DCSB 16 Form 01 is to be completed by the Hirer, prior to use of the venue, and any damages and or defects should be reported to Council staff. This form will be used as an assessment of damages, after the completion of hire.
4. All damages, breakages and losses must be reported to the Council as soon as practical during office hours. If this affects the security and or safety of the venue and its patrons, please contact the District Council of Streaky' Emergency Number 0484 767 826
5. The Council accepts no responsibility for loss or damage to the Hirer's goods or equipment during the period that such goods or equipment are lodged in the hired premise.

## 17. INSURANCE AND INDEMNITY

1. The Hirer, in paying the prescribed fee, will be covered by Council's general public and products liability insurance policy, if they meet the criteria in Council's insurance cover. The hirer, if not covered by Council's insurance, shall take out and keep current during the period of the hire, a public and products liability insurance for a minimum sum of \$10,000,000 insuring against all actions, costs, claims, damages, charges and expenses which may be brought, made or claimed against the Hirer arising out of the hire of the premises. A Certificate of currency shall be provided to Council. Refer Attachment 1 - Insurance Flow Chart
2. The Hirer agrees to indemnify and to keep indemnified the Council, its servants and agents from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the hiring of the premises.
3. Council will not be responsible for any of the Hirer's property left on Council premises and or any persons attending any function in the facility, nor is such property covered by Council insurance.
4. The Hirer accepts that Council's Public Liability Insurance does not cover any claims that arise out of negligent action or omissions of the Hirer arising from the use of the Facility
5. Council must be notified of any external equipment or amusements that are brought into the facility during the hire period. All equipment must be installed and utilised according to the appropriate standards. If equipment is to be facilitated by an external party, that party must provide a copy of their Public Liability Insurance to the value of \$20 million Australian Wide.
6. The Hirer will be responsible for any loss or breakage of inventory items.

## 18. SAFE ENVIRONMENT

1. Council is committed to providing a safe environment for children and young persons. Hirers are required to comply with the DCSB-SCC-17.00 – Child and Young Person Safe Environment Policy
2. Failure to do so may result in the Hirer being excluded from future hire of Council's Facilities
3. The Hirer is responsible for the safety and conduct of each and every person in attendance at their function or event.
4. Smoking is not permitted within the Streaky Bay Institute.
5. The Hirer must not tamper with any device or system designated for use in an emergency, such as fire alarms, fire extinguishers for exit lights.
6. Exit lights must be illuminated for all functions. They are not be covered with decorations or materials that obscure the location of these exits.
7. The Hirer must not use any equipment to obstruct emergency exits.
8. The Hirer must report all injuries, safety issues or identified hazards to the Council staff within two working days of the booking.
9. A first aid kit is located in the kitchen in a marked cupboard.

10. A fire blanked is located of the wall.
11. A Defib machine is located across the street on Betta Electricals' Wall.

## 19. EMERGENCIES

1. In the event of an emergency, please call the District Council of Streaky Bay Emergency Phone – 0484 767 826.

## 20. CAR PARKING

1. The area which is paved, and is the access driveway from Alfred Terrace to Wells Street and the driveway must be kept clear.
2. Parking for loading and unloading should be done in alignment with the Supper Room deck ramp.

## 21. ADDITIONAL CONDITIONS – PANDEMIC

In the event of a global pandemic as declared by the World Health Organisation, the Hirer shall acknowledge and abide by guidelines/requirements outlined by Councils DCSB 16 Form 47 Institute and Supper Room Hire Pandemic Protocols or relevant forms as directed by the Institute and Supper Room Policy.

### Related Forms

DCSB-16 Form 01 Streaky Bay Institute Hall & Supper Room – Pre & Post Hire Inspection Checklist  
DCSB-12 Form 57 Risk Assessment  
DCSB 16 Form 47 Streaky Bay Institute Hall & Supper Room – Pandemic Protocols  
DCSB-14 Form 59 Advertising Signage Application Form  
DCSB-06-Form 43 Event Equipment Hire Application Form  
DCSB-ESP-06.01 – Private Hire of Council Plant and Equipment SA Health – Food Business Notification Form  
Liquor Licencing – Alcohol Permit  
Safework SA – Event Notification Form

## CLEANING AND RESPONSIBILITY CHECKLIST

Hirers should ensure the following cleaning is undertaken as a minimum requirement at the end of ANY function;

### *Entrance*

- Floors to be swept and all waste to be removed

### *Designated Booking Area (e.g. Institute and/or Supper Room)*

- Floors to be swept and mopped – when mopping please do not put excess water on the polished floor boards. Any spillages should be mopped/wiped up immediately.
- All tables and chairs must be wiped and put away in their original positions – the tables must be put back onto the mobile trestles
- All appliances to be turned off after use
- All foodstuffs, drinks, etc. to be removed from fridge(s)
- Fridge(s) must be wiped out, turned off and doors left ajar to air
- Air conditioner (Institute) has been turned off
- Air conditioner (Supper Room) has been turned off

### *Kitchen Area*

- All waste, food scraps, etc. to be removed
- Bench tops to be wiped down
- If using Pie Warmer and/or Stove all foodstuffs must be removed and appliances cleaned out
- Floors to be swept and mopped
- Tea Towels to be washed and returned if used.
- Urn to be emptied and left inverted

### *Toilets*

- All waste to be removed
- Bench tops to be wiped and left clean and tidy
- Floors to be swept and mopped
- Mirrors to be wiped clean
- Nappy bins to be emptied  
Note: Sanitary bins are emptied under Council contract –
- RESTOCK – handtowels
- RESTOCK – toilet paper

### *Decking and Paved Driveway*

- All waste to be removed
- Decking to be swept
- Cigarette bins to be emptied
- Any broken glass, cigarette butts and general rubbish to be removed from decking and paved driveway.
- Hosing or wet cleaning to remove spillages and other waste products if required

### *Waste*

- Council supplies a 240 litre wheelie bin for the Institute, if it is full after hire, please move the bin to the kerbside for collection, in front of the Council Office.

### *Storeroom/Cleaning Key*

- The key for the storeroom and cleaning cupboard has been returned to key safe box

### *District Council of Streaky Bay – DCSB – 16 Form 01 – Pre & Post Hire Checklist*

- Checklist Form to be returned
- Notified Council of any cleaning products/items that need replacing
  - Bin Liners
  - Dishwashing Liquid
  - Cleaning Products

