



Hampton Park Scout Group

HALL HIRE Application Form

(Copy to be signed and returned)



Please complete and return application form to:
Hall Manager: hall.hire@hamptonparkscouts.com

APPLICANT DETAILS

Name of Applicant			
Address:			
Suburb:		Post Code	
Telephone:		Mobile	
Email:			

ORGANISATION (if applicable)

Name of Organisation	
Position Held	
Is the Organisation incorporated?	

ACTIVITY DETAILS

Date venue is required			
Time commencing		Time concluding	
Type of function			
Approx number attending			

INSURANCE/SECURITY INFORMATION

Do you or the organisation hold Public Liability Insurance?	
If yes, what is the amount of cover?	\$ Million
Do you intend to have private security at the activity / event?	
If yes, what is name of the security company?	

SOUND/MUSIC INFORMATION

Do you intend to have music or amplified sound at your activity?	
Note: All NOISE must cease on or before 12.00 midnight	

ALCOHOL

Do you intend to have ALCOHOL at your function?	
If yes,	
• Will the alcohol be on Sale?	
• Will the alcohol be BYO?	
• Will the alcohol be provided free of charge?	
NOTE: If you intend to sell alcohol, or include the cost of alcohol in the price of tickets, you must obtain an appropriate Liquor Licence from the Department of Racing, Gaming and Liquor.	

ACKNOWLEDGMENT AND ACCEPTANCE

I have read, understand and accept the conditions, fees and general information specified in this application. Further, I verify that I am in a position to accept these terms and conditions on behalf of the Function/Group/Organisation that I represent. I will, to the best of my ability, ensure that all guests are aware of the information contained in the specified documents, as well as their responsibilities when using the premises and facilities.

I also acknowledge that I am responsible for removal of all rubbish and litter at the conclusion of the event.

NAME OF APPLICANT:	
SIGNATURE	
DATE	

APPLICATION FORM FOR CASUAL/SOCIAL USE OF THE HAMPTON PARK SCOUT GROUP

Conditions

(Copy to be signed and returned)

1. APPLICATION

All hirers are to complete an Application Form and approval will only be given once this document has been completed and submitted with all required supporting documentation. This includes the hire of grounds and venues for uses such as seasonal, annual, regular, casual or one-off sporting, recreation and leisure activities.

2. USE

The Hampton Park Scout Group does not accept the premises being used for 18th and 21st birthday parties. The hirer must not use the hall for any illegal purpose and must ensure suitable and sufficient supervision for all activities that involve youth under the age of 21. The maximum occupancy is 100 persons.

3. RIGHT TO REFUSE OR CANCEL A BOOKING

The Scout Group reserves the right to refuse an application or to cancel a confirmed booking if in its opinion the hirer or the activity contravenes the vision and values of the Scout Association or does not comply with the Conditions of Hire and Use.

4. PUBLIC LIABILITY

Any organisation that hires the premises for sporting, recreation or leisure activities are required to show evidence of a current public liability insurance policy. No booking will be accepted without this. Cover of \$10m is highly recommended.

5. DURATION OF HIRE

The venue is to be used by the hirer at the agreed times only.

6. PAYMENT OF FEES

All fees are to be paid in full prior to, or at time of collection of the keys. Keys will not be released until payment has been made.

7. KEYS

Hirers can collect and return keys at a time suitably arranged between the Hall Manager and hirer, providing all fees are paid. No unauthorised copies of keys are to be made.

8. SALE AND/OR CONSUMPTION OF ALCOHOL

It is the hirer's responsibility to ensure that all provisions of the Liquor Licensing Act are complied with. The consumption of alcohol in a public place is against the law and no alcohol is to be served or consumed at the hall without first obtaining approval. If alcohol is to be sold an occasional liquor licence from the Office of Liquor Racing and Gaming is to be obtained by the hirer with a copy forwarded to the hall manager at least 7 days prior to the period of hire.

9. PARKING AND VEHICLE ACCESS

Hirers are to ensure that members and/or guests park vehicles in an orderly manner. No vehicles are to be driven onto grounds or to block access ways.

10. PUBLIC ADDRESS SYSTEMS

The use of public address systems is to be identified at the time of Application and it is the hirer's responsibility to ensure use complies with the Environmental Protection Act 1986 and Noise Abatement (Neighbourhood Annoyance) Regulations 1979. Penalty for breach is \$5,000.

11. LITTER AND RUBBISH REMOVAL

All areas are to be left clean and tidy and it is the hirer's responsibility to provide bins and remove all rubbish at the conclusion of the hire period.

12. GENERAL HOUSEKEEPING/BEHAVIOUR

The hirer shall maintain and keep good order and decent behaviour within the property, and shall be solely and entirely responsible for the carrying out and compliance with the requirements of these Local Laws and for any damage done to the buildings, fixtures, fittings, furniture etc and shall pay such damages as may be assessed by the Hall Manager. Chairs, tables or other equipment used must be returned to storage and the area left in a clean and tidy condition. All equipment brought into the hall is to be removed at the end of the hire period. **ALL cleaning must be done at the end of the hire period and under no circumstances may it be left until a later time unless by prior arrangement with the Hall Manager.**

13. SECURITY

Hirers are to ensure the security of each section of a venue, during and at the completion of the hire period. The hirer is to ensure windows and doors are locked, and lights, air conditioning, heating systems, and the like are switched off. A hirer may incur additional charges if the Security Company is called out to secure a facility at the end of a hire period.

14. ELECTRICAL EQUIPMENT

If a hirer provides any form of electrical equipment they are required to be in good working order.

NAME OF APPLICANT:	
SIGNATURE	
DATE	

APPLICATION FORM FOR CASUAL/SOCIAL USE OF THE HAMPTON PARK SCOUT GROUP

Conditions (Hirer's Copy)

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2. USE

The Hampton Park Scout Group does not accept the premises being used for 16th, 18th and 21st birthday parties. The hirer must not use the hall for any illegal purpose and must ensure suitable and sufficient supervision for all activities that involve youth under the age of 21. The maximum occupancy is 100 persons.

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Fees & Equipment

(Hirer's Copy)

Fees:

Standard times: 6.00pm – 12.00 midnight
Standard Evening Charge: \$360.00

All other Times (or if extra time is required)

Hourly Hire Rate \$60 per hour, or \$360 per block of 6

Minimum Charge: hours \$180

A minimum \$50 deposit is required to secure the hall booking. Refunds will only be made if a written notification of cancellation is received with at least 48 hours notice from the booking time.

Deposit and/or hire can be electronically transferred to:

Westpac
BSB: 036-062
ACC: 821589

Please use a transfer description of "Hall mm/dd/yy" where mm/dd/yy is the date of intended hire, and send an email to hall.hire@hamptonparkscouts.com advising when the transfer has been completed, and the amount that was transferred.

The remainder of the hire fees are to be paid in full prior to or at the time of receiving keys to the premises.

Bond:

Standard Bond per booking: \$350.00

Bond is preferred to be paid in cash and in full prior to or at the time of receiving keys to the premises and will only be returned once the premises have been checked for cleanliness and breakages.

Other Costs

Cleaning Charge:
If premises require cleaning after event: \$60.00 per hour

5
Breakages: Replacement price per item

Any costs associated with breakages, cleaning etc will be deducted from the bond and the balance returned. The hirer agrees to pay any additional monies should the bond fail to cover the costs.

EQUIPMENT:

The following equipment is provided with the premises at no additional charge.

Hall:

- Air Conditioning
- 12 x Folding Tables
- 100 x Chairs

Kitchen:

- Stove/ Convection Oven
- Microwave Oven
- Fridge/Freezer
- Urn