

FACILITIES HIRE AGREEMENT
WEST TAMAR COUNCIL – FRIENDS OF EDINBURGH PARK (INC.)

THE HIRER IS RESPONSIBLE FOR SOURCING AND FUNDING ALL PERMITS THAT ARE REQUIRED TO ACCOMPANY THIS APPLICATION

Edinburgh Park Equestrian Centre, Hall, & Commercial Kitchen

Grounds, Hall, Toilets, Showers, Canteen, BBQ	<input type="checkbox"/>
Grounds, Arenas, Toilets (less than 15 riders)	<input type="checkbox"/>
Grounds Casual User Rate, per rider/shared use	<input type="checkbox"/>
Hall and Toilets (less than 30 users)	<input type="checkbox"/>
Hall at hourly rate	<input type="checkbox"/>

CONTACT INFORMATION

Club/Organisation			
Purpose			
Address for account			Post Code
Contact name			
Phone	(M)	(B)	(H)
Email			

BOOKING INFORMATION

Day(s) required	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun
Date(s) required	Start date		End date				
Time(s) required							
Estimated attendance							
Number of horses							

PUBLIC LIABILITY – CERTIFICATE OF CURRENCY

Certificate of Currency attached	<input type="checkbox"/>	Previously supplied	<input type="checkbox"/>
Purchase West Tamar Council blanket public liability insurance*	<input type="checkbox"/>	<input type="checkbox"/> Alcohol served at event (\$55)	<input type="checkbox"/> No alcohol (\$24)

**Contact the West Tamar Council on (03) 63239200. West Tamar Council public liability is not available for sporting activities or sporting events*

PAYMENT DETAILS

I agree to provide details to the West Tamar Council to enable a bond to be paid via one of the methods listed below to the maximum amount of \$200 (no alcohol) or \$400 (with alcohol) for any breaches to the term and conditions listed, or for any additional damage or costs associated with the use of the facility during the hire period.

CREDIT CARD

Credit card type	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA
Card number	/ / /	
Card expiry date	/	
Card holders name	Signature	

BY OTHER MEANS

Other payment options	<input type="checkbox"/> Cash	<input type="checkbox"/> Add to invoice
	<input type="checkbox"/> Add to purchase order	<input type="checkbox"/> Other (please specify)

FURTHER DETAILS

FOOD

Will food be sold? No Yes *Contact the Councils Environmental health department on (03)6323 9300*

ALCOHOL

Will alcohol be consumed? No Yes *Complete Authority and Conditions of Use*
Will alcohol be sold? No Yes *Permit must be obtained from the licensing commission*

FACILITIES HIRE AGREEMENT

WEST TAMAR COUNCIL – FRIENDS OF EDINBURGH PARK (INC.)

RUBBISH/MANURE

- Users must be prepared to clean the facility after use, and complete the attachment checklist.
- Users must provide their own first aid kit.
- All rubbish, horse manure & may be removed from the grounds.

ACKNOWLEDGEMENT

This form must be signed and returned to the Friends of Edinburgh Park booking office or Secretary together with the required fees and/or hall bond at least **5 days** before your event. **Failure to do so will result in your booking being cancelled.**

I undertake that I will at all times in the future indemnify the council and their agents, Friends of Edinburgh Park, servants and employees and keep them indemnified against all actions, liabilities proceedings, claims and expenses in respect of any injury or damage suffered by myself or any person present at my invitation or my knowledge, permission or authority arising or out of connected with the use of the facility. Without limiting the generality of this indemnity I accept that it includes breaches of duty by the occupier of the facility or any other duties imposed by law upon the council and its agents, servants or employees in respect of the facility and the presence of my group at the facility.

I _____, acknowledge that I have read and accepted the conditions of hire for West Tamar Council facilities.

Signed _____

Date _____

COMPLETING YOUR FORM/APPLICATION

Your application will be assessed on receipt of this completed form, checklist and supporting information

Please return your form via one of the methods outlined below.

Post PO BOX 1244

GRAVELLY BEACH TAS 7275

Email edinburghpark@gmail.com

PAYMENT

Your application will be assessed on receipt of this completed form and supporting information

Please return your form via one of the methods outlined below.

Account name Friends of Edinburgh Park (FOEP)

BSB 067601

Account number 10350118

OFFICE USE ONLY – AUTHORISATION TO REFUND BOND

Name of authorised person _____

Reference Number _____

I acknowledge that I have inspected the hired premises. I found the premises to be:

In good order (bond returned)

Defects found (bond retained)

Council Officer _____

Signature _____

Additional information (if defects found)

FACILITIES HIRE AGREEMENT

WEST TAMAR COUNCIL – FRIENDS OF EDINBURGH PARK (INC.)

TERMS AND CONDITIONS

THE HIRER

- The Council and/or Friends of Edinburgh Park reserve the right not to accept the hire application or to cancel the booking at any time
- A tentative booking shall be permitted subject to confirmation being given by the hirer to the Friends of Edinburgh Park at least **14 days before the date of the function/event**
- Sub-letting of the facility is prohibited
- The hirer shall conform to and obey all reasonable directions given by the authorised person in regard to the use of the facility
- A police officer or authorised person shall have access to the facility at any time, notwithstanding any hiring
- Any hirer not complying with the provisions of these conditions or in any way misconduct themselves may be removed from the facility by an authorised person or police officer
- Council and/or Friends of Edinburgh Park take no responsibility for the property of any hirer whilst at the facility
- All vehicles admitted to the property are to be driven and parked so that no damage is caused to the facility or grounds
- Any motor vehicle driven or parked in the confines of the facility is entirely at the owners risk and no responsibility is accepted by the council for any theft or damage
- The hirer shall not write on, decorate, placard, cut, damage, or pierce with nails, screws or any other contrivances the floor, wall or any part of the facility without permission from the council
- The hirer shall be responsible for all damage caused to the facility during the period of hire and will be required to pay the costs of all repairs
- **The hirer is required to have public liability insurance cover for a sum insured of at least twenty million dollars (\$20,000,000) for any one occurrence**
- The hirer shall enforce the following requirements within the building:
 - No alcohol to be consumed on the premise unless permission is obtained from council. If alcohol is to be sold a liquor license must be obtained
 - No smoking in the building
 - No confetti is to be used in or around the facility
 - All electrical appliances are to be switched off before vacating the facility
 - No loud noise, rowdiness or conduct likely to cause damage is permitted
 - Non-Emergency Callouts eg: activating Fire Alarms due to excessive steam/smoke, will be at the hirers expense
- There shall be no interference with furniture and equipment not belonging to the hirer and not forming part of the hire agreement
- If a liquor license is held for this event then it must be displayed in a conspicuous position in the premises specific on it as per the Liquor Licensing Act 1990
- All fittings and equipment are to be left as found and the facility is to be left clean and tidy before exiting. The Friends of Edinburgh Park will provide a minimum of broom, mop and bucket for the use of the hirer. The provision of cleaning materials is the responsibility of the hirer
- The building is to be left secure with all doors and windows locked and security alarms armed where applicable. All keys and security codes must be returned to Friends of Edinburgh Park within 2 working days of the function's conclusion
- The hirer shall only access rooms and facilities hired
- Use of the facility for the approved function / event **must cease** at midnight (12.00am) Monday through Sunday
- Hirers will be charged double for exceeding the allowable open times
- The Hirer must ensure users of the facility are familiar with the location of all emergency exits and equipment
- Hire for Sporting Events: No liability will be accepted by Council and/or Friends of Edinburgh Park under Councils Blanket Public Liability Insurance for sporting events. The hirer is required to provide a copy of Public Liability Certificate of Currency for any sporting event. If the hirer is unable to provide Public Liability Certificate of Currency, they will not be insured for their event.

Non-compliance with any of these conditions shall render the hirer liable to a penalty as determined by the council and/or Friends of Edinburgh Park, to be deducted from the hirer's hall bond.

EMERGENCY CONTACTS

DIAL 000 FOR POLICE, AMBULANCE OR FIRE BRIGADE

COUNCIL AFTER HOURS EMERGENCIES 1300 153 153

FACILITIES HIRE AGREEMENT WEST TAMAR COUNCIL – FRIENDS OF EDINBURGH PARK (INC.)

CONDITION REPORT / CHECKLIST

User / Group	
Date(s)	
Estimated number of people within the facility (including spectators)	
Number of horses on the ground	

GROUNDS CONDITION

Any hazards to the public, users or horses have been identified, risk assessed and made safe for intended use.		
	As Found (Good/Okay/Poor)	As Left (Good/Okay/Poor)
Horse yards and parking areas		
Main oval		
Dressage arenas (rakes after use? Yes/No) <i>please circle</i>		
Cross country jumps and bush area		

Please indicate if the following items have been completed

After use, have the rubbish bins been left behind hall, not overflowing, and excess rubbish removed?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
All hay, and horse manure removed from grounds and areas <i>(no horse manure left against fence line, horse yards clean)</i>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Main oval – drag the harrow around	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Water sprinkler irrigation line returned to oval during summer <i>(on Sunday)</i>		

TOILETS & SHOWERS (MALE & FEMALE)

Toilet cleaned, hand towel and toilet paper replenished, bins emptied and floors mopped	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Cleaning equipment returned to cleaning cupboard	<input type="checkbox"/> No	<input type="checkbox"/> Yes

HALL

After use, have the floors been swept and mopped	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Cleaning equipment returned to cleaning cupboard	<input type="checkbox"/> No	<input type="checkbox"/> Yes

KITCHEN

All surfaces wiped, all whitegoods (inc oven and dishwasher) cleaned out	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Floors swept and mopped	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Switch off boiling water and refrigerator (freezer is to be kept on)	<input type="checkbox"/> No	<input type="checkbox"/> Yes

ADDITIONAL INFORMATION

Comments/Suggestions	

COMPLETING YOUR CONDITION REPORT / CHECKLIST

Please scan and email this completed condition report / checklist to edinburghpark@gmail.com

Checklist completed by (name)	
Signed	
Email	
Contact number	