

	District Council of Peterborough PERMIT- FACILITY HIRE YONGALA RECREATION PARK CLUBROOMS - ONGOING	Version No.	1.0
		Issued	May 2026
		Review Date	

I (Name)

for and on behalf ("permit holder")
 (Organisation, Business, Group)

of address.....

of telephone Email

hereby apply to the District Council of Peterborough (Council) to hire the Yongala Recreation

Park Clubrooms, for the purpose of
 (Name of the activity / function)

PERIOD OF HIRE

The Permit shall be for the term of ☐ 1 Year ☐ 6 Months ☐ 3 Months

Or commencing and expiring.....

For a ☐ Full Day ☐ Morning ☐ Afternoon ☐ Evening

On the basis of times per week / month

On the following days

The Permit is to be valid from and expires on

INSURANCE

Is the permit holder an incorporated body ☐ Yes ☐ No

You must provide the District Council of Peterborough a current copy of your Public Liability Insurance for the minimum sum of twenty million \$20,000,000.00

STORAGE

Is storage required at the Clubrooms ☐ Yes ☐ No

If 'Yes', please specify items

THE PERMIT IS PROVIDED ON THE FOLLOWING BASIS:

- The permit holder agreeing to the **General Conditions** as contained herein.
- The permit holder agreeing to any/all **Special Conditions** which the Council may determine and attach to the Permit.
- The permit holder paying the prescribed fee.
- A copy of this document signed for the Council has been returned to the permit holder.
- The permit holder providing to the Council evidence of all insurances as required by either the General Conditions and/or the Special Conditions.

GENERAL CONDITIONS OF PERMIT:

- The permit holder agrees to indemnify and to keep indemnified the Council, its employees and/or agents against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against any of them arising out of or in relation to any activities under the Permit or arising out of breach of any condition attaching to the Permit.
- The permit holder shall take out and keep current a public liability policy of insurance for the minimum sum of \$20,000,000.00 in respect of any negligent act or omission of the permit holder in relation to any activities under the Permit.
- The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of the Permit.

 Amalgamated 1997	District Council of Peterborough PERMIT- FACILITY HIRE YONGALA RECREATION PARK CLUBROOMS - ONGOING	Version No.	1.0
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4. If the permit holder plans to hold an event outside of the approved details above, an Occasional Permit Application must be submitted for approval.
5. Key Code – The Council will retain the key code to the Clubrooms at all times. The key code will be provided by the Council prior to each use. The permit holder must not distribute the key code or allow distribution to be made.
6. The Permit is not transferable.
7. The permit holder shall comply with applicable laws and also give all notices required by any legislation relating to an activity under the Permit.
8. Alcohol consumption will be prohibited without prior permission from Council.
9. The permit holder shall ensure that any breakages of glass or spillage of food or drink are cleaned up immediately.
10. At the completion of each use or function, all floors must be swept, tables, chairs and other furniture placed in their original positions and all areas cleaned to the satisfaction of Council. Failure to do so may result in cleaning fees being charged.
11. All litter resulting from each use must be removed from the Clubrooms and placed in the provided wheelie bins.
12. The permit holder shall ensure that all doors and windows are securely fastened, lights extinguished, and any other appliance/equipment used turned off, when leaving the Clubrooms.
13. The use of the Clubrooms may be granted up to 36 hours prior to the time of hire for decorating purposes subject to other bookings during that period.
14. Repairing and/or replacing any damaged furniture, fixtures or fittings will be the responsibility of the permit holder. If any necessary repair or replacement is not undertaken within a reasonable time, Council may repair and/or replace and recover the costs from the permit holder.
15. Normal hire charges may be applied if a cancellation is not received at the Council office at least seven days prior to the reserved date.
16. The Permit is liable to be revoked by Council if the permit holder fails to comply with a condition of the Permit or may be revoked in any other justifiable circumstance.

SPECIAL CONDITIONS:

- 1) All items stored at the clubrooms as specified, are the responsibility of the hirer and will not be covered by council's contents insurance.

In making this application, the permit holder agrees to be bound by the conditions of the Permit and declares that the particulars provided by the permit holder with regard to the proposed activity are true and correct. The person signing warrants he/she has authority to bind the permit holder for that purpose.

Signed for and on behalf of the permit holder:

Signature: Date:

Name:

COUNCIL AUTHORISATION

Authorisation ☐ Approved ☐ Denied
 Any Special Conditions - attached ☐ Yes ☐ No
 Copy of Insurance received ☐ Yes ☐ No (if applicable)
 Fee: Copy given to P/Holder: Y / N

Signed: Name:

Position: Date:

(Authorised Officer of Council)