	District Council of Peterborough PERMIT – FACILITY HIRE SENIOR CITIZENS HALL (OCCASIONAL)	Version No.	1.0
		Issued	May 2026
		Review Date	

This Permit Application is for people who wish to hire the Senior Citizens Hall (and/or Hall Car Park) on a <u>one-off</u> basis, ie for a Private Function.

PERMIT HOLDER DETAILS

Organisation: .....

Address: .....

Contact Person: .....

Position: .....

Telephone: .....**Email:** .....

PURPOSE OF HIRE

Activity Name: .....

Description: .....

.....

Date/s: From ..... To .....

Times: Start .....am/pm Finish .....am/pm

Site Preparation: Date ..... Time .....

Site Vacated: Date ..... Time .....

Estimated Attendance: .....

INSURANCE

Does the Permit Holder have public liability and professional indemnity insurance (minimum $20 million) <u>to cover the permit period and purpose of hire / activity</u>? **YES / NO**

If yes: Please attach a copy of the Certificate of Currency (See Note 2 and 3 of General Conditions) Attached **YES / NO**

If no: A surcharge will apply, to utilize Council's Casual Hirers Insurance (See Note 1 of General Conditions

COVID SAFETY PLAN & COVID MARSHAL REQUIREMENTS

<u>All organiser applicants need to provide a copy of their COVID Safety Plan if applicable</u> (and their COVID Marshal's Training Certificate – if applicable)

If applicable, has the Permit Holder provided a copy of:
COVID Safety Plan for the location of the proposed hire? **YES / NO**
Is a COVID Marshal required for the proposed hire? **YES / NO**
If yes – please attach a copy of the form

STALL HOLDERS (if applicable)

Are there any groups/organisations, apart from the Permit Holder, participating in this activity? **YES / NO**

If YES, it is the Permit Holder's responsibility to ensure that any other organisations / stall holders have the relevant public liability insurance.

NOISE

Will your permit period include amplified music, presentations or speeches etc? **YES / NO**
If YES, please provide details including what will be amplified, volume and times:

.....

ALCOHOL (if applicable)

Will alcohol be provided during this permit period? **YES / NO**
Is the alcohol being sold? **YES / NO**
If NO, move to section 9.

If YES, has an application for a Liquor Licence been made? **YES / NO**
On what date? **Date:**
Has it been approved and issued? **YES / NO**

Please provide a copy Attached **YES / NO**

FOOD and DRINK

Private Gatherings:

It is the Permit Holder's responsibility that as a general requirement, all food handlers take reasonable measures not to compromise the safety and suitability of food.

Sale of Food during the hire (Food Act 2001 applies):

Whilst not compulsory, it is advisable that the Permit Holder seeks proof of compliance, ie a copy of a current Food Safety Inspection Form, from all food and drink sellers during the hire.

PLEASE NOTE: It is the Permit Holder's responsibility as per the Food Act 2001, Division 4, subdivision 1 (13), that as a general requirement, food handlers take all reasonable measures not to compromise the safety and suitability of food.

Will food and drink be served during this hire? **YES / NO**

If YES, please ensure the food and drink will be served considering COVID-19 requirements (if applicable).

THE ISSUING OF THIS PERMIT IS SUBJECT TO:-

A. The Permit Holder agreeing to the **General Conditions** of the permit as contained herein.
B. The Permit Holder agreeing to all **Special Conditions** which the Council may determine.
C. The Permit Holder paying the prescribed fees.
D. The Permit Holder providing to the Council evidence of all insurances (if applicable) as required by either the **General Conditions** and/or the **Special Conditions**.
E. A copy of this document signed for the Council has been returned to the Permit Holder

GENERAL CONDITIONS

1. If the Permit Holder answered 'No' in Section 3, in paying the prescribed fees & surcharge, the Permit Holder will be covered by a general public and products liability insurance policy – Council's Casual Hire Insurance.

2. If the Permit Holder answered 'Yes' in Section 3, the Permit Holder shall take out and keep current a public risk insurance policy in the name of the organisation insuring the organiser for the minimum sum of twenty million dollars ($20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Permit Holder or organisation in relation to the activity.

3. If the Permit Holder answered 'Yes' in Section 3, this Permit will not be approved or come into operation until proof of the appropriate insurance has been provided to Council.

4. The Permit Holder agrees to indemnify and to keep indemnified the Council, its employees and/or agents and each of them 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 Permit or arising out of breach of any condition attaching to the Permit.

5. The Permit Holder must have a COVID Safety Plan and COVID Marshal/s, if applicable.

6. The Permit Holder, where appropriate, shall ensure that it is licensed or registered to carry out the described activity.

7. The permit is **not transferable.**

8. The permit is only valid for **activity described** on the Permit and only for the **dates and times on the permit**.

9. The Permit Holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.

10. Key/s to be collected and returned during normal office hours.

11. No food or drink will be offered for sale without the prior approval of Council.

12. Food and Drink – Preparation of food and drinks is not permitted in the Hall. Consumption is permitted in the Hall.

13. The Permit Holder shall notify the Council at the time of application, if alcohol is to be served during the period of the permit. A Liquor Licence must be obtained by the Permit Holder if required by law.

14. No music system or amplified sound to be used without the prior approval of Council.

15. No adhesive tape, blu-tack or drawing pins shall be used on walls or ceilings. If suitable anchors are provided, decorations may be hung from them.

16. No polish, floor speed or other material is to be used on the floor without the prior written approval of the Council who shall reserve the right to refuse the same.

17. The Permit Holder shall ensure that any breakages of glass or spillage of food, drink or other substances are cleaned up immediately. Breakages of any Council owned equipment must be reported to Council as soon as possible and replacement or repairs shall be at the cost of the Permit Holder.

18. The Permit Holder will be responsible for any loss or breakage of inventory items. If an item is broken please report the incident to the District Council of Peterborough. Kitchen items are **not** to be removed.

19. The Permit Holder shall ensure that the facility is left in a clean and tidy condition at the end of the event, with all rubbish to be disposed of after use. Wheelie Bins are supplied. The Council will recover the cost of cleaning and rubbish disposal from the Permit Holder if not.

20. The Permit Holder shall ensure that all doors and windows are securely fastened and lights extinguished when leaving the Clubrooms. The Permit Holder is requested to notify Council of any broken or faulty doors, windows, lights and other furniture and equipment.

21. The Permit Holder is responsible for the use of the facility, including the loss or damage to fixture, fittings and equipment. Repairing and/or replacing any damaged furniture, fixtures, fittings and equipment, and

inventory items will be the responsibility of the Permit Holder. The Council will recover the cost of such repair and replacement from the Permit Holder.

22. The use of power by Permit Holders shall not exceed that agreed to and approved by the Council.

23. All electrical lights, heaters and appliances must be switched off on vacating the Hall. Sinks are to be emptied and cleaned, and all kitchen surfaces to be cleaned and wiped. HWS to be left on.

24. In the event of an emergency, the Hall and all areas in use are to be evacuated, Emergency Services notified immediately, and Council notified as soon as possible. No-one is to re-enter facilities until given the all clear by emergency services or Council management.

25. 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.

26. This Permit may be revoked by Council if the Permit Holder fails to comply with a condition of the Permit and may be revoked in any other justifiable circumstance.

27. COVID-19 :

It is the Permit Holder's responsibility to ensure that all current COVID-19 protocols are adhered to, ie:

- Activity restrictions
- Mask wearing
- Density and spacing requirements, etc.

Current information can be found at: www.covid-19.sa.gov.au

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 hire period are true and correct. The person signing warrants he/she has authority to bind the Permit Holder for that purpose.

Additionally, if there are Special Conditions imposed, the Permit Holder will adhere to them.

SIGNED FOR AND ON BEHALF OF THE ORGANISER:

Signature: ..... Date: .....

Name: ..... Position: .....

COUNCIL AUTHORISATION:

Permit: Approved / Denied Alcohol Approved: YES / NO / NA

Insurance: YES / NO Other Permits Required: YES / NO

Keys Issued: YES / NO Date Issued: .....

Fees Paid: .....

Insurance Surcharge Paid: ..... Copy given to Permit Holder: YES / NO
(if applicable)

SPECIAL CONDITIONS OF PERMIT REQUIRED BY COUNCIL:

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SIGNATURE: _____ NAME: _____

POSITION: _____ DATE: _____
(Signed for and of behalf of the Council)