	District Council of Peterborough PERMIT- FACILITY HIRE SENIOR CITIZENS HALL (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 Senior Citizens Hall, 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 ..... At the following times.....

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

If 'Yes', please see clause 2 of the General Conditions of Permit below.

STORAGE

Is storage required at the Hall ☐ Yes ☐ No

If 'Yes', please specify items .....

THE PERMIT IS PROVIDED ON THE FOLLOWING BASIS:

a. The permit holder agreeing to the **General Conditions** as contained herein.
b. The permit holder agreeing to any/all **Special Conditions** which the Council may determine and attach to the Permit.
c. The permit holder paying the prescribed fee.
d. A copy of this document signed for the Council has been returned to the permit holder.
e. 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:

1. 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.
2. 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.

3. 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.
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. Keys – The Council will retain the keys to the Hall at all times. Keys are to be collected from the Council prior to each use and must be returned by the next available business day. The permit holder must not procure or allow copies of the keys to the Hall 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. 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.
10. No polish, floor speed or other material is to be used on the floor without the prior written approval of the Council.
11. The permit holder shall ensure that any breakages of glass or spillage of food or drink are cleaned up immediately.
12. 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.
13. All litter resulting from each use must be removed from the hall and placed in the provided wheelie bins.
14. The permit holder shall ensure that all doors and windows are securely fastened, lights extinguished, split systems (heating and cooling) and any other appliance/equipment used turned off, when leaving the hall. HWS to be left on.
15. The use of the hall may be granted up to 36 hours prior to the time of hire for decorating purposes subject to other bookings during that period.
16. 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.
17. 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.
18. 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 hall 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:

Name.....

Signature..... Date .....

COUNCIL AUTHORISATION

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

Signature:.....Name:.....

Position: .....Date:.....

(Signed for and of behalf of the Council)