INDOOR VENUE HIRE APPLICATION FORM

Reference No: BOOK_____
(*Office use only – extracted from the Register*)

Applicant Details

Applicant / Organisation Name : _____

ABN (if applicable) : _____

Registered Not-for-Profit Entity: ☐ Yes ☐ No
(If yes, the organisation must be registered with the Australian Charities and Not-for-profits Commission (ACNC) and provide their ABN)

Contact Person : _____

Postal Address : _____

Email : _____

Phone : _____

Venue and Event Details

Venue Requested : _____

Event Description : _____

Event Date(s) : _____

Start Time (incl. setup) : _____

Finish Time (incl. pack down) : _____

Estimated Attendees : _____

Hire Category

☐ Regular / Commercial

☐ Subsidised Use (please refer to clause 2.9)

Public Liability Insurance Held: ☐ Yes (a currency certificate to be submitted)

☐ No

☐ Entity is a function of a council (eg: Section 355 Committee)

Bank Details for Refund of Bond

Bond refunds will be processed following inspection of the facility and confirmation that no damage, cleaning, key replacement, or compliance costs are payable.

Please provide bank details for refund of bonds:

Account Name : _____

Bank Name : _____

BSB : _____

Account Number : _____

Email for remittance advice : _____

Important:

Bond refunds will only be processed to the account nominated above. Council will not issue bond refunds in cash. Processing time for bond refunds is approximately 10–14 business days following post-inspection clearance.

TERMS AND CONDITIONS – USE OF PUBLIC HALLS AND COMMUNITY FACILITIES

All venues must comply with the requirements outlined below which outlines key requirements that must be met prior to and during use of Council facilities.

Booking Enquiries and Notice Period

1.1 All booking requests must be submitted by email to bookings@upperlachlan.nsw.gov.au

1.2 A minimum of 10 business days' notice is required for all bookings.

1.3 Hirers must comply with Council's booking processes, including where venues are out-hired to community members.

Before making a booking, applicants should review Council's adopted Fees and Charges, available on Council's website: https://www.upperlachlan.nsw.gov.au/planning-development/fee-information/fees-and-charges

Booking Form and Process

2.1 A Council Venue Hire Application Form must be submitted and approved prior to use of the facility.

2.1 A written confirmation email from Council is required for a booking to be confirmed. Use of the facility is not guaranteed without written confirmation.

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2.3 A cleaner must be arranged both prior to and following the booking to ensure the facility is left in a clean and satisfactory condition.

2.4 Where a security bond is required for a venue, the bond must be paid in full prior to use. This requirement applies to all bookings, including approved subsidised use of Council facilities.

2.5 Payment of hire fees (if applicable) including bond must be made no later than 7 business days to accessing the facility.

2.6 Payments and key collection are available during Council office hours, 9:00am to 4:00pm, Monday to Friday

2.7 All required insurance cover must be current and provided prior to approval.

2.8 Keys to the facility will only be issued once full payment including bond has been received.

2.9 Subsidised use of Council venues is available in accordance with Council's Subsidised Use of Council Venues Policy. Applicants seeking subsidised use must refer to the Policy and complete a Subsidised Use Application for assessment and approval by Council.

Occupancy and Density Requirements

3.1 All events must comply with the approved maximum occupancy (density limit) for the venue.

3.2 Attendance numbers must not exceed the approved capacity at any time.

3.3 Council reserves the right to cancel bookings or take enforcement action where density limits are breached.

3.4 Hirers are not permitted to restrict, limit, or prevent public access to any part of a Council-managed showground or facility that is located on Crown land, unless explicit written approval has been granted

3.5 The erection of temporary or permanent signage associated with an event, booking, or activity must be approved by Council prior to installation. Unauthorised signage, including signage that is drilled, fixed to, or placed over existing Council signs or infrastructure, is strictly prohibited.

Liability, Damage and Bonds

4.1 Upper Lachlan Shire Council accepts no responsibility or liability for any loss, damage, or injury to persons or property arising from use of Council facilities.

4.2 The hirer indemnifies and releases Upper Lachlan Shire Council, its councilors, employees, and agents from and against any claims, losses, damage, costs, or liabilities arising from or in connection with the hire or use of the facility, except to the extent caused by the negligent act or omission of Council.

4.3 Hirers and guests agree not to make any claim against Council, the facility, or its management for loss or damage to goods or valuables, regardless of how or where such loss or damage occurs.

4.4 A security bond may be required for use of the facility. The requirement for, and amount of, any bond is at Council's discretion and may vary depending on the nature of the booking.

4.5 Council may recover costs for damage, cleaning, or breaches of conditions from the bond and may seek additional compensation where required.

4.6 The hirer must ensure that all activities conducted at the facility are lawful, conducted safely, and do not cause nuisance, offence, or risk to the community or Council. Council reserves the right to refuse or cancel any booking that may bring Council into disrepute.

4.7 Lost or unreturned keys may result in replacement and re-keying costs being charged to the hirer and recovered from the security bond and may affect future booking eligibility.

4.8 Council provides Casual Hirers Liability insurance for individuals and informal, non-incorporated groups hiring Council facilities on a short-term, non-commercial basis only. This insurance does not apply to sporting bodies, clubs, associations, corporations or incorporated bodies. Where the hirer falls into any of these categories, Council will require the hirer to provide evidence of their own public liability insurance, including a current Certificate of Currency, prior to approval of the hire.

4.9 The hirer acknowledges that they may be required to pay any applicable insurance excess and other reasonable costs incurred by Council arising from the hire, including damage, cleaning, repairs, or compliance related expenses.

Declaration

I declare that the information provided in this application, including the nominated bank account details for the refund of any security bond, is true and correct. I confirm that I am authorised to make this application and, where applicable, to nominate the bank account for the refund of bond monies.

I have read, understood, and agree to comply with Council's Conditions of Hire and all applicable requirements, including the Requirements for Hire and Use of Public Halls and Community Facilities Fact Sheet.

I acknowledge that Council may immediately suspend or terminate use of the facility where the above conditions are breached, approved occupancy limits are exceeded, or unsafe, unlawful, or inappropriate conduct occurs, and that no refund will be payable in such circumstances.

Print Name : _____

Signature : _____ Date: _____