



KATHERINE TOWN COUNCIL FACILITY HIRE/USER AGREEMENT

HIRER/USER INFORMATION

Name of Hirer/User:

Name of Representative:

Postal & Street Address:

PHONE/
MOBILE

FAX

EMAIL

HIRE DETAILS

Hire Purpose:

Date(s) & Time(s):

Type of Hire:

½ Day

Daily

Short Term

Long Term

Expected Numbers Attending:

Expected Number of Campers

Powered/Unpowered

FACILITY AND/OR EQUIPMENT REQUIREMENTS

List of facilities required:

(1)

(2)

(3)

(4)

(5)

(6)

(7)

(8)

(9)

(10)

(11)

(12)

(13)

(14)

(15)

Equipment Requirements

(Hire Rates Apply)

(1)

(2)

Tea/Coffee Requirements

(Please Circle) (\$2.10 per person)

Numbers:

YES

NO

PLEASE READ AND SIGN THE TERMS AND CONDITIONS ON THE BACK OF THIS FORM

OFFICE USE ONLY

FACILITY HIRE COST:

\$

Copy of the emergency action plan provided to hirer/user:

CAMPING COSTS:

\$

Copy of facility map provided to hirer/user.

YES

NO

TEA/COFFEE COSTS: (\$2 per Person)

\$

(Please Circle)

POWER REQUIREMENTS

LOW

MEDIUM

HIGH

POWER COST:

\$

Keys Supplied

Returned

DEPOSIT COSTS:

\$

Deposit is returned to name on form at the completion of the hire and after an inspection is finalised

EQUIPMENT HIRE COSTS:

\$

Copy of Public Liability Policy Attached:

KEY DEPOSIT COSTS:

\$

YES

NO

(Please Circle)

TOTAL HIRE COSTS

\$

Confirmation Sent:...../...../.....

Invoice No

Date Raised

...../...../.....

Confirmation Method:

Date Paid

...../...../.....

Booking Officer:

Inspection Completed

...../...../.....

Inspecting Officer:

Bookings	<ul style="list-style-type: none"> All hirers/users must have completed this "Facility Hire Application Form" All keys are to be returned at the completion of the hire (can be dropped in the after-hours shute at the Civic Centre) Hires/users must be 18 years or older and be in attendance at all times Hirers/users should determine what resources are available and ensure that these are appropriate for their use Katherine Town Council reserves the right to reject or alter any bookings in order to maximize its goals and objectives It is the hirers/users responsibility to ensure they have written booking confirmation and that those details are correct Hirer/user should provide any relevant information prior to the hire (only unpowered camping is included in Showground Hires)
Supervision	<ul style="list-style-type: none"> The hirer/user must ensure behaviour policies and emergency action plans and procedures are understood and followed. This includes, but is not limited to, the facility layout, entry/exits, emergency exits and assembly areas The hirer/user must ensure that all reasonable directions given by Katherine Town Council staff are obeyed The facility must be maintained in a safe condition at all times. The hirer/user must notify Katherine Town Council of any risk, hazard, dangerous occurrence or issue relating to safety, be it human, environmental or physical Any incident requiring first aid should be reported to Katherine Town Council Any hirer/user and/or other person not complying with or enforcing the provision of these conditions may be directed to leave the facility by Katherine Town Council staff Katherine Town Council takes no responsibility for any hirer/users personal property whilst at the facility nor does Katherine Town Council accept any responsibility for any property of any person the hirer/user allows into the facility Without limiting the scope of the following indemnity clause, the indemnity from the hirer/user to Katherine Town Council shall include such damage to property Any motor vehicle driven or parked in the confines of the facility is entirely at the owner's risk and no responsibility is accepted by Katherine Town Council for theft or damage thereto and without limiting the scope of the following indemnity clause, the indemnity from the hire/user to Katherine Town Council shall include theft or damage
Set Up and Clean Up	<ul style="list-style-type: none"> All hires must finish on time or penalties will apply (Any outside office hour requests will incur a penalty) Set up of equipment required by the hirer/user must be incorporated into the period of the hire – additional costs apply outside of hire period Dismantling of equipment required by the hire/user must be incorporated into the period of the hire – additional costs apply outside of hire period Clean up time must be incorporated into the period of the hire – additional costs apply outside of hire period Commercial hires are to organise own rubbish collection and removal All Rodeo Arena hires are to insure dust suppression on the arena, the tilling and watering of arena
Insurance and Liability	<ul style="list-style-type: none"> All hirers/users must maintain a public liability policy of insurance for the amount of not less than \$10 million for each and every occurrence, unlimited during the period of use Hirers/users must provide Katherine Town Council with a copy of a certificate of currency or cover note on the above public liability policy of insurance The hirer/user must indemnify Katherine Town Council from and against all actions, claims, penalties, demands, costs, expenses or damages in any way related to any act or omission of Katherine Town Council or of any person acting on behalf of Katherine Town Council in respect to the use of the facility
Expectations of Behaviour	<ul style="list-style-type: none"> Smoking is not permitted at any Katherine Town Council facility Alcohol is only permitted with Liquor Commission approval Katherine Town Council staff may refuse entry to any person(s), if in the opinion of the staff member, such person(s) are under the influence of alcohol or drugs Katherine Town Council staff may direct any person(s) to leave the facility, if in the opinion of the staff member, such person(s) are under the influence of alcohol or drugs Katherine Town Council facilities and equipment must be maintained in a good condition Replace of facility or equipment damaged through misuse will be the responsibility of the hirer/user Katherine Town Council encourages access to all groups – any individual or group, which through their behaviour limits the enjoyment of other users, will be asked to leave the facility Animals (with the exception of registered guide and assistance dogs) are not to enter the facility unless prior approval is given
Payment	<ul style="list-style-type: none"> Payment for any hire must be made following receipt of confirmation and prior to the hire or at any other time as agreed by Katherine Town Council Where the hirer/user is invoiced payment is required within 14 days of account being issued If a hire runs for longer than the period specified, payment must be made on the day or within 7 business days or penalties will apply The hirer/user is to advise Katherine Town Council as soon as they are aware that the hire period is likely to be extended
Cleaning	<ul style="list-style-type: none"> All hirers/users are responsible for assisting Katherine Town Council in maintaining a clean and tidy facility All foodstuffs, rubbish, etc is to be removed and placed in suitable/available receptacles Any facility left in an unacceptable condition or if any deficiencies in clean up or damage are found, the hirer/user will bear the costs Any additional cleaning requirements before/during/after the event will attract an additional fee
Marketing & Fundraising	<ul style="list-style-type: none"> Katherine Town Council must be advised of all promotional and fundraising activities relating to the hire The sale of items must be done by agreement – this includes the sale of food and merchandise The sale of certain items (i.e. food) must be done in accordance with any applicable (local) law The sale of items by the hirer/user to act as fundraising is acceptable if advise is given to Katherine Town Council prior to the sale of such items
Disclaimer	<p><i>I/We, the undersigned, approve of the above application on behalf of the user/hirer, and in doing so agree that Katherine Town Council and it's officers, staff, contractors and agents shall be released from, and not incur, any responsibility or liability whatsoever for any accidents or injuries, or for any damage to or loss of property to the hirer/user or persons associated with the hirer/user. I further authorize Katherine Town Council to obtain medical, and/or ambulance assistance in the case of an accident or emergency involving the hirer/user or persons associated with the hirer/user and I agree that the hirer/user or persons associated with the hirer/user will bear all costs thereby incurred.</i></p>
Signed by Hirer/User	
Date	

OTHER INFORMATION FOR HIRING OF SPORTING/SHOWGROUNDS FACILITIES

1. If in Council's opinion there is a possibility of higher risk of damage to a Council facility Council reserves the right to increase the amount of deposit.
2. No parking within the grounds is permitted without prior Council approval.
3. All hirers are to be advised that the Council's requirements for meetings etc must take precedence and, on occasions, a booking may have to be cancelled in terms of this rule. If this occurs an alternative venue will be provided where possible.
4. Some lighting is supplied via a token system. Tokens can be purchased from Katherine Town Council for \$2.70 each. Competition lighting requires 6 tokens to start full lighting for one hour. Each additional token adds 10 minutes. Training lighting requires 4 tokens to start 70% of lighting for one hour. Each additional token adds 15 minutes.
5. All items are to be returned to their original position at the completion of the hire/use.
6. Hirers are responsible for any damage that occurs or if the facility is left in an excessively dirty state. All rubbish is expected to be deposited into bins provided. If the facility is left in an excessively dirty state, the hirer will be notified and given a specific time limit to remedy the situation. Otherwise, Council will organise the cleaning and the fees incurred in doing so will be taken from the Hirer's deposit.
7. Any additional days added to a hire will incur additional cleaning costs.
8. Hires for the showgrounds include free **un-powered** camping and stock stabling during competitions. Hires must advise numbers of campers during competitions.
9. Customers requesting daily cleaning charges for their facility hire will be charged the relevant additional daily rate.
10. Camping at the Showground's is intended for hirers of the facility only.
11. Department of Defence camping applications are to include buildings/facilities that they require.

Insurance Schedule

That the hirer hold current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location. Minimum cover \$10,000,000.

LIST OF FACILITIES FOR HIRE

BUILDING NAME
Civic Centre – Committee Room
Civic Centre – Chambers
Civic Centre – Grounds
Civic Centre – Ablutions
Lindsay Street Complex
Park – Dakota Park
Park – DeJulia Park
Park – Fordham Park
Park – Forscutt Park
Park – Fuller Park
Park – Giles Park
Park – Glencoe Park
Park – Grevillea Park
Park – Jukes Park
Park – Knott’s Crossing
Park – Lockheed Park
Park – Maluka Park
Park – Morris Park
Park – O’Shea Park
Park – Prior Park
Park – Ronan Park
Park – Roney Park
Park – Rundle Park
Park – Ryan Park (Ablutions)
Park – Styles Park
Park – Town Square
Park – Wallace Park
Park – WalterYoung Park
Showground’s – Ablutions (Disabled)
Showground’s – Ablutions (Near Old Secretaries Office)
Showground’s – Ablutions (Near Poultry Pavilion)
Showground’s – Ablutions (Rodeo Arena – Demountable - green) Toilet Block A
Showground’s – Ablutions (Rodeo Arena – Demountable -beige) Toilet Block B
Showground’s – Ablutions (Rodeo Arena) Toilet Block C
Showground’s – Ablutions (Main Entrance Road)
Showground’s – Ablutions (Rotary)

Showground's – Ablutions (Stables)
Showground's – Agricultural Pavilion
Showground's – Buntine Pavilion
Showground's – Camp Grounds
Showground's – Commercial Pavilion
Showground's – Cooking Pavilion
Showground's – Grandstand
Showground's – Needlework Pavilion
Showground's – Oval
Showground's – Parks & Wildlife Timber Pavilion
Showground's – Polocrosse Field
Showground's – Poultry Pavilion
Showground's – Racecourse
Showground's – Rodeo Arena
Showground's – Rodeo Secretaries Office
Showground's – Rotary Pavilion
Showground's – Dog Arena
Showground's – Stables/Pens
Showground's – Sturt McDowell Building (McDouall Stuart Hall)
Showground's – Trading Pavilion
Showground's – Transport & Works Pavilion
Sportsground – No 1 Oval
Sportsground - No 2 Oval
Sportsground – No 3 Oval (Baseball Field)
Sportsground – No 4 Oval (Cricket Oval)
Sportsground – Ablutions (BMX Track)
Sportsground – Ablutions (Near Stuart Hwy)
Sportsground – Ablutions (Softball Oval)
Sportsground – Old Canteen (Near Play Park)
Sportsground – Baseball Kiosk
Sportsground – Baseball Players Shelter
Sportsground – Baseball Shed
Sportsground – BMX Clubhouse
Sportsground – Change Room (Oval 1)
Sportsground – Change Room (Oval 2)
Sportsground – Cricket Storage Shed
Sportsground – Don Dale Pavilion (Room A)
Sportsground – Don Dale Pavilion (Room B)
Sportsground – Don Dale Pavilion (Room C)
Sportsground – Don Dale Pavilion (Room D)

Sportsground – Don Dale Pavilion (Room E)
Sportsground – Don Dale Pavilion (Room F) (Canteen) (Storage Rooms)
Sportsground – Don Dale Pavilion (Room G)
Sportsground – Don Dale Pavilion (Room H)
Sportsground – Don Dale Pavilion (Room J)
Sportsground – Multi Sports Shed
Sportsground – Netball Kiosk
Sportsground – Skate Park
Youth Club