

# Application for hire of Council Facilities

Please return completed forms to:

In Person: Kangaroo Island Council, 43 Dauncey Street, Kingscote  
Penneshaw Community Business Centre, 99 Middle Terrace, Penneshaw  
By Post: PO Box 121, Kingscote SA 5223  
Fax: 08 8553 2885  
Email: kicouncil@kicouncil.sa.gov.au

A schedule of fees is set out on page 5 of this hire agreement. Please indicate facility required:

- |  |  |
|--|--|
| <input type="checkbox"/> Airport Meeting Room (Gates 3 & 4)                    | <input type="checkbox"/> Kingscote Interview Room (6 people)             |
| <input type="checkbox"/> Kingscote Community Centre (340 people)               | <input type="checkbox"/> Parndana Town Hall (100 people)                 |
| <input type="checkbox"/> Kingscote Town Hall (200 people)                      | <input type="checkbox"/> Penneshaw Town Hall (250 people)                |
| <input type="checkbox"/> Kingscote Town Hall Part 1 (100 people)               | <input type="checkbox"/> Penneshaw Meeting Room plus kitchen (10 people) |
| <input type="checkbox"/> Kingscote Town Hall Part 2 (100 people)               | <input type="checkbox"/> Penneshaw Community Centre (old Medical Centre) |
| <input type="checkbox"/> Kingscote Meeting Room 1 (20 people)                  | <input type="checkbox"/> Pavilion  |
| <input type="checkbox"/> Kingscote Meeting Room 2 (20 people)                  |  |
| <input type="checkbox"/> Kingscote Meeting Room 2 plus kitchen (20 people)     |  |
| <input type="checkbox"/> Kingscote Meeting Room 1 & 2 plus kitchen (40 people) |  |

## Applicants details:

Name of Applicant:

Organisation (if applicable):

Postal Address:

Main Contact Person & Number:

Email:

Date of Function:

(Attached dates for a recurring booking)

Times of Function:

Start:

End:

If Set up required:

Start:

End:

Will liquor be consumed or sold at the event:  Yes  No (if yes, please see Liquor Policy in the terms and conditions of this hire agreement.)

Are you requiring a Projector within the Kingscote Town Hall or Kingscote Meeting Room:  Yes  No

If yes, will you be requiring Councils laptop or will you bring your own? (please circle)

Are you seeking Sponsorship with this hire agreement:  Yes  No (if yes, Sponsorship form must be accompanied)

Kangaroo Island Council reserves the right to cancel the booking of any function if fees have not been paid within the seven **(7) days** preceding the function date. All bookings are tentative and will be held for fourteen **(14) days only**, until hire form, fees and bond payment have been received in full.

Bond payments are required for all Town Hall hire agreements. Kangaroo Island Council reserves the right to withhold all or part of the bond if any of the Terms and Conditions of the Hire agreement is not adhered to.

I / We \_\_\_\_\_ (applicant's name) have read and understood the Terms and Conditions of the hire agreement. I / We agree to pay for all costs incurred that are relevant to the hire of this venue as outlined below.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Office Use Only:**

Room Hire:	Hours / daily (24hours) @ \$ _____ per 2 hours	Charge: \$ _____
Extras Required:		Charge: \$ _____
Bond	Bond payment form on Page 3 (credit card details)	Charge: \$ _____

Total Amount Due: \$ \_\_\_\_\_

Facility Booking (please initial and date once complete):

Copy of Terms and Conditions given to applicant:	
Bond Received or credit card details provided (to be filed in red folder):	
Payment received and receipt number:	
If seeking sponsorship has form been attached:	
Copy of Public Liability Insurance cover received: <i>*See Terms and Conditions, to the value of \$10 million</i>	
Facility booked on Calendar:	
Does the Applicant require Tea & Coffee / or Council Laptop & Projector	
Has notification been given to Parndana Progress Assoc. or PCBC	

# Bond Payment Form

This section of the hire agreement will be destroyed for the applicant's privacy and security fourteen (14) days after the event.

I / We \_\_\_\_\_ (applicants name) agree to pay for all costs incurred for cleaning or damage occurred to the value of the bond as set out in the Terms and Conditions of the hire agreement. In the event Kangaroo Island Council deems the applicant liable for costs incurred due to damage or cleaning after the event, the applicant will be informed of these charges in the writing.

Name on Card:	
Card Type:	
Card Number:	/ / /
Expiry Date:	/
Signature:	

---

**Office Use Only:**

Name of Event:	
Date(s) of Event:	

Blank Page.

**Commercial Hire Fees 2020-21:**

Bond (or Credit Card details provided)	Per booking	\$270.00
Kingscote Community Centre Hire (includes Town Hall, Chambers and Kitchen)	Per 2 hours or part thereof	\$140.00
	Daily (24hours) booking	\$692.00
	Lighting (Stage) per day	\$70.00
Kingscote Pavilion, Kingscote Town Hall, Parndana Town Hall and Penneshaw Town Hall	Per 2 hours or part thereof	\$70.00
	Daily (24hours) booking	\$346.00
	Lighting (Stage) per day	\$70.00
Kingscote Town Hall Part 1 or 2	Part 1 or 2 Per 2 hours or part thereof	\$34.00
Kingscote Meeting Room 1 Hire	Per 2 hours or part thereof	\$35.00
Kingscote Meeting Rooms 2 Hire (plus Kitchen)	Per 2 hours or part thereof	\$47.00
Kingscote Meeting Rooms 1 and 2 (plus Kitchen)	Per 2 hours or part thereof	\$70.00
	Daily (24hours) booking	\$346.00
Kingscote Interview Room	Per 2 hours or part thereof	\$37.00
Penneshaw Meeting Room (plus Kitchen) Penneshaw Community Centre	Per 2 hours or part thereof	\$37.00
Airport Meeting Room (Gates 3 & 4, old terminal)	Per 2 hours or part thereof	\$36.00

**Community Hire Fees 2020-21:**

Bond (or Credit Card details provided)	Per booking	\$270.00
Kingscote Community Centre Hire (includes Town Hall, Chambers and Kitchen)	Per 2 hours or part thereof	\$70.00
	Daily (24hours) booking	\$346.00
	Lighting (Stage) per day	\$37.00
Kingscote Pavilion, Kingscote Town Hall, Parndana Town Hall and Penneshaw Town Hall	Per 2 hours or part thereof	\$37.00
	Daily (24hours) booking	\$175.00
	Lighting (Stage) per day	\$36.00
Kingscote Town Hall Part 1 or 2	Part 1 or 2 Per 2 hours or part thereof	\$36.00
Kingscote Meeting Room 1 Hire	Per 2 hours or part thereof	\$18.00
Kingscote Meeting Rooms 2 Hire (plus Kitchen)	Per 2 hours or part thereof	\$23.00
Kingscote Meeting Rooms 1 and 2 (plus Kitchen)	Per 2 hours or part thereof	\$37.00
	Daily (24hours) booking	\$175.00
Kingscote Interview Room	Per 2 hours or part thereof	\$17.00
Penneshaw Meeting Room (plus Kitchen) Penneshaw Community Centre	Per 2 hours or part thereof	\$18.00
Airport Meeting Room (Gates 3 & 4, old terminal)	Per 2 hours or part thereof	\$18.00

**Extra Fees 2020-21:**

Set up if required	Per hour	\$70.00
Clean-up if required (Inc. waste)	Per hour	\$146.00
Call out fee	Per hour	\$146.00

# Terms and Conditions

## Cleaning

Hirers are responsible for leaving the premises in a clean and tidy condition.

- a. All used floors must be swept with the fringe mop provided.
- b. All hard surface floors must be washed using the mop and detergent provided and carpeted floors vacuumed.
- c. All chairs, tables, crockery etc. must be cleaned and returned to their original position.
- d. All rubbish must be removed from the premises on leaving and disposed of privately unless prior arrangements have been made.
- e. All other materials (i.e. posters, streamers, balloons etc.) must be removed.
- f. Cleaning products can be found in the cupboard outside the kitchen.
- g. The benches in the kitchens are to be wiped clean of any spills, marks and any debris removed and placed in the appropriate containers. Any obvious stains to the carpet will be the responsibility of the Hirer to clean up.

**Failure to comply with these cleaning requirements will result in a clean-up charge off the bond (see fees).**

---

## Damage

Hirers are financially liable and agrees to indemnify Kangaroo Island Council for all damage sustained to Kangaroo Island Council buildings and grounds during an event as an action of invitees/guests of the Hirer. Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface as you will be responsible for any damage to painted surfaces.

---

## Decorations/Confetti

No streamers, balloons, posters, etc. are to be glued, taped or otherwise fixed directly to the walls and ceilings. Neither can confetti and/or glitter be used in Council halls nor do Meeting rooms otherwise clean-up fees apply (see fees).

---

## Equipment

All electrical equipment used in Council facilities **MUST** be tagged and tested, if an electrical item is not currently tagged and tested then it cannot be used within a Council facility.

Outdoor heaters cannot be used indoor, using an outdoor gas heater indoors is dangerous and potentially fatal. Follow all manufacturer's instructions and safety advice and use a proper indoor heater when you need to.

Smoke machines are not allowed in Council facilities as these will set off the fire alarm system. A fee will be charged to recuperate fees from the Country Fire Service (CFS).

---

## Fire Evacuation

Fire evacuation procedures are displayed on the walls of the Kingscote Town Hall and Meeting Rooms. **Standard fire safety exits and fire extinguishers must be left unimpeded at all times.**

---

## Keys

Council will charge for any lost or damaged keys.

**Kingscote / Parndana:** Keys must be collected between 9am and 5pm Monday to Friday from the Council Offices at 43 Dauncey Street, Kingscote. Keys must be returned by 9.30am on the first business day after the event.

**Penneshaw:** Keys must be collected between 9am and 5pm Monday to Friday from the Penneshaw Community Business Centre, 99 Middle Terrace, and Penneshaw. Keys must be returned by 9.30am on the first business day after the event.

---

## Kitchen

Only Kingscote, Parndana and Penneshaw Town Hall have Kitchen available for the preparation or handling of food. Please see KIC Health Inspector for further details on 08 8553 4500.

---

## Liquor Policy

If alcohol is to be sold at the event a Limited Liquor License must be obtained from the Office for Consumer & Business Services [OFCBS] **30 days prior to the event** and before permission to hire the facility is granted. This includes private functions where a caterer is supplying and serving alcohol. Please visit the Office of the Liquor & Gambling Commissioner's web site for further information:

[www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

Kangaroo Island Council upholds the principles of responsible service of alcohol. It is an offence to supply liquor to persons under the age of eighteen (18) years and the penalty is severe. If alcohol is to be sold at the event, the Hirer is to ensure that under age persons amongst their guests are not supplied with liquor.

---

## No Smoking

Smoking is not allowed inside any Council facility.

---

## Ongoing Bookings

Ongoing bookings will be reviewed every three months to determine if they can continue. An ongoing booking or part of an ongoing booking may be cancelled with four **(4) weeks'** notice. For additional dates which Council have not been advised of, an application form must be received seven **(7) days** prior to the event.

---

## Public Liability Insurance

**Private residents and voluntary Community Group hire:** I.e.; Birthday/Engagement/Retirement Parties, Weddings, Community Award Presentations, One-off Common-interest Gatherings, etc.

Whilst the staff of the Kangaroo Island Council will take every care with the security and protection of property and guests, we are unable to accept any responsibility for damage or loss of personal property or injury caused by the actions of patrons or others before, during or after the event. Council require a copy of Public liability insurance to the value of \$10 million in respect of any negligent act or omission of the Applicant in relation to the hire of Council facilities.

Proof of insurance MUST BE attached to this application for hire.

Public liability Insurance may be arranged with Local Government Risk Services – (08) 8235 6444.

---

### **Removal of Property**

All materials of hirers shall be removed at the conclusion of the function. No additional furniture is to be bought into the Community Halls or Meeting Rooms without permission from Council (with the exception of a movie screen).

---

### **Rubbish**

Hirers must make appropriate arrangements for the removal of rubbish either by taking it with them, using the rubbish and recycling bins provided, or arranging for a rubbish service.

**Failure to comply with this requirement will result in a clean-up charge off the bond (see fees).**

---

### **Safe Environment**

Hirers providing services to children and young people have a responsibility to provide an environment for them where they are safe from abuse. If there will be any paid or unpaid persons in employment or otherwise engaged that primarily involves direct contact with children under 18 years of age, where that contact is not directly supervised, the Hirer must comply with all applicable legislation particularly including child protection legislation.

Go to the website for child-safe and child-friendly environments visit:

[www.families.sa.gov.au/pages/protectingchildren/CSEHome/?reFlag=1](http://www.families.sa.gov.au/pages/protectingchildren/CSEHome/?reFlag=1)

Or Council's website to view Children and Youth Adult Safe Environment Policy:

<http://www.kangarooisland.sa.gov.au/policies>

---