

# 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

Please indicate facility required:

Kingscote Pavillion	Kingscote Interview Room (6 people)
Kingscote Community Centre (340 people)	Parndana Town Hall (100 people)
Kingscote Town Hall (200 people)	Penneshaw Town Hall (250 people)
Kingscote Town Hall Part 1 (100 people)	Penneshaw Community Centre (old Medical Centre)
Kingscote Town Hall Part 2 (100 people)	Airport Terminal Building Function Area
Kingscote Meeting Room 1 (20 people)	Airport Meeting Room (Gates 3 & 4)
Kingscote Meeting Room 2 (20 people)	Kingscote Oval
Kingscote Meeting Room 1 plus kitchen (20 people)	
Kingscote Meeting Room 1 & 2 plus kitchen (40 people)	

## Applicants details:

Name / Organisation		
Contact Name		
Contact Number		
Email Address		
Postal Address		
Date of Function		
Times of Function	Start:	End:
Setup time if required	Start:	End:

Will liquor be consumed/sold at the event: ☐ Yes ☐ No (if yes, please see Liquor Policy in the terms and conditions listed)

Do you require a Projector within the Kingscote Town Hall or Kingscote Meeting Room: ☐ Yes ☐ No

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

Do you require contract cleaning (this incurs fee) ☐ Is this a ☐ FREE or ☐ TICKETED event?

Please provide proof of Public Liability Insurance ☐

## MULTIPLE BOOKING DATES

Please complete form for multiple booking dates

[illegible]

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 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:	

# 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.
- h. Hire of Airport will incur a cleaning fee for public toilets and terminal area. Additional cleaning fees will also apply if kitchen area not left in a satisfactory condition.

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

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## 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.

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## 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 Meeting rooms otherwise clean-up fees apply (see fees).

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## 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).

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## 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.**

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## 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.

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## Kitchen

Only Kingscote, Kingscote Airport, 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.

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## 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.

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## No Smoking

Smoking is not allowed inside any Council facility.

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## 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.

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## 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.

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## Removal of Property

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

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## 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).**

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## 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/COUNCIL/policies>

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