

Overview

To proceed with booking the Leeton Multipurpose Centre all applicants will be required to enter into an agreement with Council and comply with all set terms and conditions of this agreement, including the payment of all fees and charges.

Booking Form / Hire Agreement

- a. To hire for use of the Multipurpose Centre please complete this booking form and return the completed copy to council@leeton.nsw.gov.au for processing.
- b. A signed hire agreement is conclusive evidence that the hirer accepts all conditions of hire.
- c. Council reserves the right to accept and refuse any booking forms at its own discretion and to cancel any bookings should there be a breach of conditions at any time.

Hire Period

- a. The hire period is stipulated as the start and end time set out in this hire agreement. Access to the venue before and after this time (i.e. delivery or removal of equipment, setting up and cleaning) of the venue is subject to availability and additional charges may apply.
- b. Any extension to this period may incur additional costs.

Booking / Hire Fees

- a. The hirer agrees to pay the correct hire charge as stipulated in Leeton Shire Council's fees and charges. Hire charges consider the booking period, the function group and facilities required.
- b. Prepayment of hirer fees are required. Hirer fees can be paid through Council's Customer Service Desk at 23-25 Chelmsford Place, Leeton, NSW, 2705, or upon request, an invoiced can be generated and payment is required within 7 days.

Hirer's Liability

- a. The hirer is responsible in ensuring no action that may cause harm or damage to the facility is undertaken.
- b. Nothing is to be attached to the walls, floors, blinds, or furniture.
- c. Should damage occur the hirer must inform Council, who will take immediate action to assess the damage. Council will then take reasonable steps to repair the damage caused. Council may require reimbursement for the damages sustained.
- d. A fee will be charged for any lost keys or security swipes – this may include costs for replacement of door locks if necessary.

Facility Conditions

- a. The hirer acknowledges that they have inspected the relevant area for hire and warrants that the facilities are suitable for the purpose of their hire.
- b. The hire area must be left in the same condition as it was found, ensuring all areas accessed by the hirer are left clean and tidy – including kitchen appliances and equipment used. All rubbish is to be placed in the bins provided.
- c. If damage from a previous hire is observed at the commencement of the hire, Council must be notified as soon as possible.
- d. If alcohol is to be sold, a Liquor Licence from the relevant authority must be approved and evidence provided to Council prior to the event.
- e. If alcohol is consumed but not sold at the Council facility (by hirer or participants), the hirer must register the event with NSW Police and provide proof to Council of the registration.
- f. A hirer must ensure that any electrical appliances brought by them onto the Council facility are tested and tagged by a qualified electrician prior to use

Facility Use

- a. The hirer agrees that the listed purpose of the hire is true and correct.
- b. Sub-letting of any facility area is not permitted.
- c. No sales of any kind are permitted without prior approval.
- d. The hirer ensures that all persons accessing the hired area will act within the requirements of this agreement, refraining from any behaviour which may be perceived to be disruptive or infringe on a person's property rights in relation to another user of the facility or neighbouring properties.
- e. Necessary steps will be taken to ensure that noise emitted by the facility does not cause annoyance to nearby residents.
- f. Council accepts no responsibility for private property left in any area of the facility.
- g. All keys and security swipes must be returned to Council no later than 24 hours after the conclusion of their booking unless prior arrangements have been made.

During Hire:

- a. No smoking is to occur inside the Council facility or externally within 10 metres of any door or open window.
- b. Food Safety Standards must be followed if food is to be prepared or sold at the Council facility, information is available at <http://www.foodstandards.gov.au>
- c. All music and noise levels are to be kept at acceptable levels (including entering and leaving the premises) and are to cease at 10:30pm and the Council facility vacated by midnight.
- d. The hirer accepts full responsibility for all costs incurred for cleaning, repairing or replacing any part of the premises, its fixtures, fittings or equipment damaged or destroyed during the hire period.
- e. Any loss or damage to any personal property (including but not limited to money, jewellery and credit cards); and property on hire or loan, which is in the Council facility in connection with or because of its hire.
- f. The Council facility grounds and surrounding environment.
- g. The Hirer is responsible for the behaviour of all attendees and damage or injuries to third parties (outside the group) as a result of wilful misconduct by the hirer or member/s of the group.
- h. The Hirer must report to Council (council@leeton.nsw.gov.au) any damage that occurred to the Council facility during the period of hire.

Indemnifications

- a. The Hirer Indemnifies Council from and against all actions, claims, costs, losses, expenses and damages (including the costs defending or settling any action or claim) in respect of:
 - Loss of, loss of use of, or damage to property of Council: or
 - Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property.

Resulting from or by reason of anything done or omitted to be done by the Hirer arising out of the Hirer's activities undertaken at or near Council's facility. The Hirer's liability to indemnify Council is reduced proportionally to the extent that a negligent act or omission of Council or its employees has contributed to injury, damage or loss.



Function / Event Details

Full Name of Hirer:	
Organisation (If applicable):	
Contact Number:	
Email Address:	
Type of Function: (i.e. conference, wedding, birthday, religious ceremony)	
How many people will be attending:	
Date/s of Hire:	
Times of Hire: (including access to set up and pack down)	
Public Liability: (Certificate of currency to be provided, if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alcohol to be consumed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Agreed Hire Charge: (as per Council's Fees and Charges)	\$ XXX.00 Payment Due: XXXX

By signing and returning this hirer agreement to council@leeton.nsw.gov.au, you acknowledge that:

- You are the person responsible for this hire.
- You have read and agreed to the above conditions.
- You have paid the agreed hire charge in full by the payment due date.
- That you will return all keys and security swipes at the conclusion of your hire period.

OFFICE USE ONLY

Paid	
Date	
Receipt	

Name: _____

Signature: _____

Date: _____

If you require assistance during work hours or after hours, please contact
Council on 02 6953 0911

Please be aware that no Council staff are on site at the Multipurpose Centre (MPC), the tenants to the left side of the MPC are separate from Council and DO NOT deal with any bookings Council may schedule.