Gawler CIVIC CENTRE

89-91 Murray Street, Gawler
civic.centre@gawler.sa.gov.au
Ph 8522 9267 or 0499 800 226

Gawler Civic Centre Booking Details						
Booking Contact Name						
Contact Phone						
Contact Email						
Event Title / Purpose						
Booking Date		Single Event Date	YES		NO	
Additional Dates						
Set Up Start Time		Event Start Time				
Event End Time		Pack Up End Time				
Anticipated Attendance						

Invoicing Details	
Organisation Name	
ABN	
Postal Address	
Invoicing Contact Name	
Invoicing Phone	
Invoicing Email	

Hirer Concessions

Place a tick to indicate the Hirer Rate requested.

Hirer Rate	Definition and Concession	Concession	
Corporate	Government, Business, Corporate or Private Hirers.	Full Fee	
Community	Charities, Service Clubs, Schools or Not-for-profit Hirers.	50% concession	
Special Community Hirer*	Town of Gawler registered Special Community Hirers*	100% concession	
Regular Hirer	Hirers with 10+ bookings per financial year in advance.	20% concession	

**For further information regarding concession categories, please visit www.gawler.sa.gov.au*

Venue and Room Set-Up Required

Place check the relevant box for the room(s) and set-up required.

Town Hall Meeting Rooms

Location	Lower Ground Floor				Ground Floor		Level 1		
Room	LG.1	LG.2	LG.3	LG.4	G.2	G.3	1.1	1.2	1.3
Max. Capacity	4	4	4	4	4	14	10	4	10
Please Select									

Institute Venue Spaces

Room	James Martin Room	Institute Hall	Seating Gallery	Council Chambers
Max. Capacity	72 (Cocktail)	210 (Cocktail)	35 (Cocktail)	210 (Cocktail)
Please Select				

Layout	Theatre	Banquet	Boardroom	U-Shape	Cocktail
Description	Rows of chairs facing front of room	Round Tables (max. 10 per table)	Tables together central to room	Tables in U-Shape central to room	Standing room only tables around edge
Please Select					

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Insurance				
Do you have Public Liability Insurance (min $20m)?	YES		NO	
Have you provided a copy to Council and/or attached your policy to this Booking Form?	YES		NO	

Where did you hear about Gawler Civic Centre Venue Hire?

Please select any or all that apply. If selecting "other" please provide details below.

Council Website	Facebook	Word of Mouth	Paper Advertising	Online Advertising
Other				

Catering

Please provide contact details if any support is required with catering coordination for your event.

Will the event be catered?	YES		NO		*If **YES**, please complete all relevant details below.*			
Catering Contact Name								
Catering Contact Phone								
Catering Contact Email								
Will alcohol be consumed?	YES		NO		Will a liquor licence be required?	YES		NO
*If **YES**, a copy of the approved liquor licence must be provided to Council prior to the event date.*								

Extra Equipment

Hire charges may apply. Bookings will depend on availability. Place select to indicate any extra equipment required.

Details	Hire Charge	Required / No. required	
Presentation Display (TV or Projector in venue – please refer to website)	Nil		
Whiteboard	Nil		
Sound system (in venue)	Nil		
Wireless microphone – 6 available	Nil		
Lectern	Nil		
Additional technical support (Sound and/or Lighting)	POA		
Tablecloths (additional fixed delivery fee of $65 applies)	$15 ea.		
Urn, Tea, Coffee, Milk, Sugar, Cups	$4 p/p		
Staging Units (1.8m x 2.4m x 0.4-0.6m ea.) – 6 Available	$26 ea.		

Any additional requirements

Please note any other equipment, setup, or event requirements here.

Confirmation

I have read and understood the Gawler Civic Centre Venue Hire Terms and Conditions (pages 3-6) and agree to comply with all such conditions in all respects.

Signature:		Date:	

Submit your completed form to the Gawler Civic Centre (address and email above).

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Gawler Civic Centre
Venue Hire – Terms and Conditions

Definitions
In these conditions of hire, unless the context otherwise requires, the following words shall have the following meanings: The "Facility" means the hired facility within the Gawler Civic Centre, operated by the "Town of Gawler" (TOG), including the Town Hall and Institute Buildings and where applicable the walkways and other areas connected with the Centre to which the Hirer and the public attending the Centre have access. The "Hirer" means the person or persons from whom the facility has accepted a booking and who has paid venue hire fees and/or any required deposit and otherwise complied with any conditions established by the facility to the hire of the facility. The "Council" means a representative appointed by the Town of Gawler. The "TOG" means the Town of Gawler.

Bookings
Except at the discretion of the Council: a tentative booking will not be held longer than seven (7) days and facility bookings can only be made twelve (12) months in advance from the current date. Payments must be received in full at least 7 days in advance of the booking, unless prior arrangements have been made.

Hire Period
The Hire Period will cover the time(s) stipulated in the 'Gawler Civic Centre Application to Hire' form and agreed to by the TOG. Access to the facility at times outside those stipulated in the "Gawler Civic Centre Application to Hire" form will incur additional charges payable by the hirer. The approved hire of any Council facility is not transferable.

Fees and Charges
Hirers are required to pay the correct hire rate as set out in the TOG's annual Fees and Charges register, their signed Application to Hire form and the terms of their invoice. Council administration reserve the right to consider special circumstances on a case-by-case basis.
The TOG is entitled at their discretion to request a bond of up to $1,000 to cover any abnormal costs incurred by the Hirer during the hire period, such as costs of repair resulting from damages and/or abnormal cleaning costs and/or TOG staff wages. If no such costs are incurred, the bond agreement will be returned to the hirer. Any additional charges incurred by the Hirer during or outside the Hire Period shall be paid either out of the bond held or within seven (7) days of receipt of the invoice detailing such charges. Any damage by the Hirer, or any patron, will be charged to the Hirer at cost of repair rate plus administrative charge. These charges are to be paid either out of the bond held or within seven (7) days of receipt of invoice detailing such charges.

Cancellation of a Booking
A Hirer wishing to cancel a booking less than seven (7) days before the date of the booking, remains liable for all charges due and will forfeit its deposit unless the Hirer has been notified in writing that a re-let of the date has been effected. All cancellations must be made in writing to civic.centre@gawler.sa.gov.au.

Room Configuration and Decoration
TOG staff will provide a basic room set-up (tables and chairs placement), as stipulated in the 'Gawler Civic Centre Application to Hire' form. Final or specific layout and decoration is the responsibility of the Hirer, with agreement from TOG staff on duty, and must be completed during the designated Hire Period. Any tables, chairs or other such furnishings required over and above those supplied by the TOG, are the responsibility of the Hirer to provide and transport (such items must be removed immediately after the function). Items are not to be placed on any walls without Council permission.

Publicity and Banners
There are limited areas available for posters and the positioning of these must be approved by Council. All posters will be removed immediately after the event.
Freestanding banners are permitted in the venue, but positioning must be approved by Council prior to your event.

Security Personnel and Staffing
TOG reserves the right for Council staff to attend any function and may require the engagement of security personnel at the hirer's expense.
Staffing charges will apply for any out of hour's bookings, as per the 'Hire of Gawler Civic Centre Venues Policy'.

Care and Damage
The hirer shall inspect the original condition of the facility and be responsible for any damage done to the said facility whether caused by the hirer or any employee, agent or any person associated with the hirer or with the hirer's performance, rehearsal or use in any way whatsoever of the facility. The hirer shall be responsible for any abnormal costs incurred by the facility for abnormal cleaning occasioned by the hirer's use of the facility. Council staff, at their absolute discretion, shall determine both abnormal cleaning and facility damage costs, following a post event inspection.

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Cleaning and Waste Removal

At the conclusion of the Hire Period the hirer is responsible to ensure the facility is left in a clean and tidy condition. The Council representative is the sole judge on deciding the condition of the facility after hire, and determining whether additional cleaning charges or repair costs apply.

All rubbish must be placed in plastic garbage bags then deposited in the bins provided. It is the hirer's responsibility to remove all excess rubbish that does not fit in the bins. Any rubbish left by a group will result in additional charges.

Health and Safety

The hirer will be responsible for general safety of the facility during the Hire Period. It is the hirer's responsibility to acquaint themselves with the emergency procedures of the facility, fire extinguisher locations and emergency exits. TOG staff will make hirers aware of evacuation procedures. This may require hirers to attend the centre during business hours for a formal induction.

In the event of a fire alarm being activated or other emergency, it is the hirer's responsibility to ensure that all people associated with their hire are evacuated from the building. They must also follow all instructions from Fire Wardens and Emergency personnel, where applicable. Every exit, passage and gangway and the immediate approaches to and from every exit door must be kept entirely free from any obstruction of any kind. All electrical equipment, including extension cords, must have been tested for electrical safety and display a current test tag. Any electrical cabling used in the facility must be made secure with tape or some other method approved by Council, to prevent accidents. First aid is the responsibility of the hirer. The TOG does not provide first aid or medicines. Any direction by Council with regard to the health and safety of hirers or the general public shall be complied with to the satisfaction of Council.

Food and Beverage

Divine Dining operate the cafe at the Gawler Civic Centre and are the preferred vendor for event catering services within the facility. For all catering enquiries, please contact Divine Dining directly at:
Email: 67899divine@gmail.com
Phone: 0412 651 617

Hirer's must receive Council's approval before their event if they plan to:

- use an external caterer or bring their own food or drinks (BYO), or
- provide or allow alcohol to be consumed at the event, including BYO.

Any alcohol served or consumed at the event must also comply with all applicable liquor licensing requirements (see below).

Liquor Licensing

It is the responsibility of the hirer to be acquainted with all the terms and requirements of the "SA Liquor Licensing Act 1997", and the "Work Health and Safety Act 2011". If the hirer intends to serve, sell, provide, consume or allow consumption of alcoholic beverages at the facility during the hire period, a limited liquor licence may be needed. All applications for a limited license must be lodged with the Consumer and Business Services at least 14 days before the event's start date. Liquor licence application information is available from the TOG upon request. Council must sight the hirer's Liquor licence prior to the commencement of the hire period.

Insurance

The hirer is responsible for the insurance of all items and equipment brought into the facility by the hirer for the duration of the Hire Period. The hirer is responsible for Public Liability Insurance in respect of the hirer's use and occupation of any part of the facility. Whoever creates a hazard that causes either personal or property damage is deemed to be legally liable. As a separate entity from the owners of the premises, hirers cannot rely on the owners insurance to protect them. The hirer agrees to indemnify and keep indemnified the TOG, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the hire of the facility.

The hirer will take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for a minimum sum of ten million dollars ($20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the hirer in relation to the activity. The hirer must provide confirmation of insurance to the Council at least 7 days prior to the event. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the hirer. A hirer that is exempt from Insurance requirements must complete a site induction prior to the booking which will include a risk assessment on all hired areas.

One off hirers (eg Weddings, Social Gatherings) will be covered by the Council's General Public and Products Liability Insurance Policy. This does not apply to one off events held by businesses or organisations who would be expected to be covered by their own Public and Products Liability Insurance Policy. In order for the insurance to be valid, the policy name and hirer's name must be the same. Hirers without Public Liability must contact Council.

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Licences and Authorisation

The hirer, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the hire of the facility through the TOG.

General

The hirer has no right of access to the facility at times other than those agreed by Council. The use of the facility by the hirer will at all times be under the sole direction and control of Council.
Council must be informed of the purpose for which any event area is to be used at the time any booking is made.
The full terms and conditions contained herein may vary from time to time but any such variation shall not negate this agreement and the TOG shall not be under any obligation to explain the reasons for any such changes.
An individual must be over the age of 18 years to hire any area of the facility.
The TOG reserves the right to use the hirer's publicity material in its own promotional material including photographs used by the hirer.
The TOG accepts no responsibility for the theft of, or damages to any of the hirer's equipment, property, or other items whatsoever including the personal property of persons in the facility. Subletting of the facility by the hirer is prohibited.
Children must be supervised at all times.
All personal belongings and equipment must be removed from the hired area by the end of the venue hire time.

Orderly Activities

Hirers and the activity for which they use a facility, must not breach defamation, privacy, intellectual property or copyright laws. Council reserves the right to refuse or cancel any booking, at its discretion, if the purpose or activity is deemed to be an inappropriate use of the premises. Council reserves the right to remove a person(s) without liability if behaviour is not considered appropriate. Further, hirers shall not permit any act, or anything, which may negatively impact the reputation of the TOG.
Council must be informed of the activity for which any venue is to be used at the time the booking is made.

High Risk Events/Bookings

TOG reserves the right to request further information from prospective venue hirers, which may include, but not be limited to, the completion of a risk assessment.
Council reserves the right to refuse or cancel any booking, at its discretion, if the purpose or activity is deemed to be an inappropriate use of the premises.
Council shall have the right to terminate any meeting, performance, rehearsal or use of the facility at any time during a meeting, performance, rehearsal, and use or otherwise. Council reserves the right to hire the facility and may refuse to hire the facility to any person without giving reasons.

Prohibitions

Confetti, glitter, tape, blu-tack or adhesive is not permitted to be used in any venue.
Special effects: users should be aware that there are fire detection devices installed throughout the facility, therefore the use of smoke and dry ice machines are allowed only after obtaining permission from Council.
Laser lights and other special effects are also permitted, but only within the interior of the facility and in consultation and agreement with the TOG.
Except with the prior written approval from Council, the use of candles is prohibited in the facility.
Flammable liquids or other dangerous substances must not be brought onto or stored on the premises.
Gun powder or fireworks used for special effects are prohibited in all areas of the facility, at all times.

Animals

No pets or animals are allowed on the premises except registered guide, hearing or assistance dogs.

Amplified Sound

In the event of amplified music being played during functions, the hirer is to ensure that the volume of music is kept to a level so as not to inconvenience nearby residents, and/or fellow facility users. That is, noise to be kept within the level for Urban Residential Areas as specified under the Environment Protection Act, 1993 (Industrial Noise).
Council reserves the right to control sound levels at your event. As this is a multi-use facility, sound levels cannot be guaranteed and no liability will be accepted. Consideration should be given to other hirers and users. Failure to comply may, at the minimum, result in a reduction of bond payment or recovery in full of costs incurred if a complaint is made. Any attendance by SA Police may result in the bond being forfeited and may result in any further bookings being cancelled.

Parking/Loading/Unloading

All parking is to be in accordance with the relevant by-laws and road rules. The facility has a designated Loading Zone, off High Street, on the northern side of the building. Special parking needs and access to the Delivery Dock will be in accordance with prior arrangement to Council.

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WiFi
FREE public WiFi is available to everyone throughout the Gawler Civic Centre and also Murray Street: '***Gawler-Public-WiFi'***.

Smoking
The TOG has a 'Non-Smoking Policy' which will be enforced throughout the entire facility. Smoking is not permitted in the facility or within 10 metres of any entry/exit.
Additionally smoke machines or similar devices are not permitted without the written consent of Council. The Hirer must request use to the Council at least 7 days prior to the event.

Merchandising
The hirer shall not offer for sale any items in or about the facility without having first obtained permission from Council.

Fire Systems
The facility is equipped with a full fire system. Damage or misuse of any part of this system will be charged to the hirer. Any unlawful discharge of fire extinguishers will be charged to the hirer plus an administrative charge. Should the hirer's activities trigger an alarm in the facilities fire detection devices, or security system, the hirer will cover the cost of the response by the relevant agency/service, plus an administrative charge.

Disputes
In the event of any dispute or difference arising as to the interpretation of the Conditions of Hire, or any other matter arising between the TOG and the hirer, the decision of the TOG or Council thereon shall be final and conclusive.

After Hours Contact Numbers
Town of Gawler – 8522 9211
Civic Centre Operations Coordinator - 0499 800 226
Police Assistance - 131 444
Ambulance and Fire – 000

Concession Category Definitions
For full category definitions refer to Council Policy 'Hire of Gawler Civic Centre Venues' available online: www.gawler.sa.gov.au.