



# CASUAL HIRE APPLICATION FORM

## Bushland Park

**Council:** ADELAIDE HILLS COUNCIL – ABN 23 955 071 393

Name of Individual/  
Club or Organisation: .....  
Address .....

Telephone: (H) ..... (W) ..... (M) .....

Email: .....

*(Please note if further information is required or to confirm this booking an email will be sent to you on the address given)*

Function Type: .....

Rooms required .....

Description of Hire  
Activity: .....

Number of people in  
attendance .....

Date required: .....

Time required: .....

**IMPORTANT INFORMATION TO NOTE:**

- **Application form is to be received by Council no later than 7 days before the intended booking date (applications received after this time may be refused as they may not be able to be processed in time)**
- **A copy of Public liability Insurance is to be attached to this application (see item 7 – General Terms and Conditions of Hire for further details). If this information is not attached the booking will be refused.**
- **Other important information regarding issuing of keys, payment of hire fee and key bond along with General Terms and Conditions of Hire are attached – please read and note before signing the application and forwarding to Council**

I declare to the best of my knowledge that the information provided in this application is accurate and correct. I will undertake to advise the Adelaide Hills Council should there be any alterations or additions to the information supplied immediately.

I have read, understand and agree to comply in all respects with the General Terms and Conditions of Hire.

SIGNED: ..... DATE: .....

or and on behalf of (if applicable): .....

## HIRE FEE SCHEDULE (as at 1/7/2018)

SESSION	
Half Day	Eg: 8am – 1pm or 1pm – 6pm
Full Day	Eg: 9am - midnight
Day and a half	Eg 9am – 1pm the following day

Room	Session	Rate
Bushland Park Hire	Half Day	\$127.00
Bushland Park Hire	Full Day	\$255.00
Bushland Park Hire	Day and a half	\$380.00

<b>BOND</b>	Bushland Park	\$500.00
<b>PUBLIC LIABILITY INSURANCE</b>	Complimentary for “one off” Hirers. Mandatory for Regular Hires	

**PLEASE NOTE:**

- Please ensure you understand the Conditions of Hire before signing the Hire Agreement.
- Failure to comply with any of these conditions may **incur an additional charge.**

# CONDITIONS

**Please read these conditions carefully before signing acceptance of your Hiring Agreement.** By signing the Hiring Agreement you are acknowledging that you understand these conditions and agree to them in full. Adelaide Hills Council (the Council) will not accept responsibility for any circumstances arising from the failure of Hirers to understand these conditions or from the failure of Hirers to comply with these conditions. The Council reserves the right to determine the application of financial penalties as it sees fit against Hirers whom it deems have breached these conditions of hire.

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## 1. BOOKINGS

- (i) Tentative bookings should be confirmed or cancelled within 14 days. The Council reserves the right to cancel any bookings, which have not been confirmed within 14 days. Council will confer with you first whenever possible.
- (ii) Hire fee and bond to be paid before keys are issued. This can be up to and including the day prior to the booking.

## 2. CANCELLATIONS

- (i) Ample notice in the event of the cancellation of a confirmed booking would be appreciated.
- (ii) Please note that in the event of a **Total Fire Ban** being declared, the park must remain **closed** and no bookings are permitted to proceed. Unfortunately, such an event is not foreseeable in advance and is not advised until 4.30pm the preceding day. In the event of your event being cancelled as a result of Total Fire Ban, all fees will be refunded in full.

## 3. KEYS

- (i) Hirers must collect keys at least one working day prior to the booking, and return the keys within two working days after the event, unless otherwise arranged with the Coordinator in writing.
- (ii) All Hirers will accept responsibility for the payment of new locks and replacement keys if the keys are lost, stolen or misplaced.
- (iii) **Key collection by Hirers must be done before 4.00pm** on weekdays from the Stirling Library Front Counter, Mt Barker Road, Stirling. The Council will not accept responsibility for any inconvenience to Hirers through failure of the Hirer to follow this condition.

## 4. SECURITY

- (i) Instructions on how to arm and disarm the alarm will be provided. Hirers are expected to adhere to their arranged hiring times.
- (ii) Hirers will be charged a call-out fee if the alarm is activated as a direct consequence of their negligence, and a patrol has to be dispatched.
- (iii) The Hirer is responsible for securing the premises before leaving Bushland Park.
- (iv) Prior to vacating the premises, the following must also occur:

- All gas appliances, electrical and lighting in the hired area must be switched off (excluding refrigerator and cool room).
  - All windows and doors in the hired area must be securely locked.
  - All furniture stacked in its correct position.
  - All rubbish to be removed from the building and placed in bins on site or removed from site with the Hirer.
  - Carpets to be vacuumed, tiled and lino floors to be mopped, all surfaces to be wiped down
- (v) Hirers will be required to comply with any other security procedures as specified by Council's officer and as agreed upon by both parties.

## 5. FURNITURE/CATERING/EQUIPMENT

- (i) **The hire fee does not cover the setting up of seating, tables, or equipment prior to or after the function.** Such work is the responsibility of the Hirer. Failure of the Hirer to return all furniture to the pre-hire condition may result in a furniture re-stacking fee being charged if Council are required to do this on the Hirer's behalf.
- (ii) **The hire fee includes the provision of cutlery, crockery and cookware.** Cleaning products such as vacuum cleaner, mops, buckets, garbage bags, paper towel and dishwashing liquid are also provided. However, please note that tea towels and dishwash cloths (such as Chux) are not included and must be provided by the Hirer.
- (iii) All personal belongings and equipment must be removed from the hired area. Equipment from the function may be stored or left on the premises only by prior arrangement with the Coordinator. The Council accepts no responsibility for any equipment left on the premises by the Hirer.

## 6. ALCOHOL CONSUMPTION

The consumption of alcohol is permitted with any hire. However, please note that if alcohol is to be offered for sale, it is the responsibility of the Hirer to contact the Office of The Liquor & Gambling Commission to determine their legal obligations. The Council accepts no responsibility for the failure of Hirers to comply with regulation.

## 7. CLEANING

- (i) The hired area must be cleaned and tidied, before vacating the building with all furniture stacked or restored to its original position unless otherwise indicated. It is the responsibility of the Hirer to ensure that soiled floors are swept, mopped or vacuumed accordingly and all tables should be wiped clean. A building condition checklist is included separately outlining cleaning expectations.
- (ii) Rubbish must be placed in plastic bags and deposited in the wheelie bins on site. Any rubbish which cannot be accommodated within these bins is to be removed off site by the hirer.
- (iii) A carpet-cleaning surcharge will be incurred for any function where the carpet has been heavily soiled as a result of the event held by the Hirer.
- (iv) Outside areas are to be free of broken glass and cigarette butts.

*Permission to return later to clean will only be given under  
extenuating circumstances and only by the Council*

## **8. DAMAGE**

- (i) Hirers are to respect the right and property of the Council. Under no circumstances is furniture to be taken outside of the building without the prior permission of Council. During office hours, all damage breakages and losses must be reported to the Council as soon as is practicable. If these occur outside of office hours, and these affect the security, or the safety of the building, then the Hirer must notify Council after hours service by phoning 8408 0400.
- (ii) The Council accepts no responsibility for loss or damage, which occurs to the Hirer's goods or equipment during the period that such goods or equipment are lodged in the hired premises.

## **9. SMOKING**

The building is a non-smoking environment. No smoking is to be conducted anywhere within the building. The Hirer is responsible for advising and enforcing this regulation to all guests. The building has smoke alarms installed throughout. Any call out charge resulting from an activation of the smoke alarms as a direct result of smoking indoors will be charged to the Hirer.

## **10. INSURANCE**

One-off hirers will be covered by the Council's General Public and Products Liability Insurance Policy. Please note: if function includes any activities that are deemed high risk then the hirer must purchase Public Liability Insurance and provide Council with a certificate of currency.

## **11. RETURN OF THE BOND**

Keys should be returned and bond refunded within 2 working days from the completion of the function. Council will arrange for an inspection of the premises at the completion of the hire and prior to release of the bond. If any of the above conditions have not been complied with, the bond (or part thereof) may be retained by the Council. The cost of rectifying any damage and/or any additional cleaning required will be charged against the Bond. An account for any costs in excess of the Bond will be sent to the Hirer.