



CASUAL HIRE APPLICATION FORM

Bushland Park Building and Adjacent Pergola

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:
.....

Description of Hire
Activity:

Number of people in
attendance
**Note: Building capacity
is 75 people**

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 1/7/2024)

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	\$159.00
Bushland Park Hire	Full Day	\$318.00
Bushland Park Hire	Day and a half	\$475.00
Bushland Park Hire	Not for Profit Community Group (per every 3 hour)	\$34.00

BOND	Bushland Park	\$540.00
PUBLIC LIABILITY INSURANCE	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.**

PLEASE FORWARD THIS APPLICATION FORM TO THE PROPERTY SERVICES TEAM AT: property@ahc.sa.gov.au

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.

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.
- (iii) Open fires are NOT permitted in Bushland Park
- (iv) Camping is NOT permitted in the Park or the building
- (v) The area for hire is for the building and pergola area only. The toilets, carpark, playground and surrounding park are for the use of the public and must remain accessible at all time.

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 **High Fire Danger Rating** 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 **High Fire Danger Rating**, all fees will be refunded in full.

Note : From 1 September 2022, Australia's Fire Danger Rating System was improved and simplified, to make it easier for you to make decisions to stay safe on days of fire danger risk. Across the country there is now a nationally consistent colours and terminology rating. This means that wherever you go in Australia, and whatever the season or fuels you're surrounded by, you can understand the level of threat and what you need to do to stay safe.

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

Instructions on how to arm and disarm the alarm will be provided. Hirers are expected to adhere to their arranged hiring times.

- (i) Entry to the facility is from the rear door as you walk up to the building. The alarm panel is behind the door.
- (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.
Please note: - The main doors to the undercover area and the toilets will seem to be unlocked from the inside of the building as they are fire doors, please just check before leaving that they are locked from the outside before setting the alarm.
 - All furniture stacked in its correct position.
- (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 does not include the provision of cutlery, crockery and cookware.** Cleaning products such as vacuum cleaner, mops, buckets, garbage bags, paper towel and dishwashing liquid are not provided. Please note that these items must be provided by the Hirer.
- (iii) All personal belongings and equipment must be removed from the hired area at the end of the hire period. Personal equipment from the function may only be stored or left on the premises with written prior consent from Council's property department. The Council accepts no responsibility for any equipment left on the premises by the Hirer.

6. USE OF THE FACILITY - BUILDING & PERGOLA AREA (area outlined below in red)

- (i) The inside of the building (excluding the adjoining toilets) and the pergola area are deemed exclusive use areas for the hire period.

- (ii) An A - frame board is located inside the facility and can only be placed in the pergola undercover area, so that the general public are aware that area is for the sole use of the hirer of the facility. You can therefore move people along, if they have set up under the undercover pergola area during your hire period.

Please ensure that you bring the sign back in when you leave and ensure that the doors to the toilets are locked from the outside.

7. 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.

8. 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.
- (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) Carpets to be vacuumed, tiled and lino floors to be mopped, all surfaces to be wiped down. The Hirer is to bring with them all cleaning products including a vacuum.
- (iv) A carpet-cleaning surcharge will be incurred for any function where the carpet has been left heavily soiled as a result of the event held by the Hirer.
- (v) Outside areas are to be free of broken glass, cigarette butts and rubbish.
- (vi) Wood / charcoal burning fires are not permitted in the park or around the building.

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

9. DAMAGE

- (i) Hirers are to respect that the facility is the property of the Council and is a public building. Under no circumstances is furniture to be taken outside of the building without the prior permission of Council and no modification or items are to be attached to, or made to the facility under any circumstances.
- (ii) Any damage, breakages and or losses must be reported to the Council as soon as is practicable during business hours. If damage occurs 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.
- (iii) 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.

10. 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.

11. 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.

12. RETURN OF THE BOND

Keys should be returned within 1 business day of the hire. The bond will be refunded within 14 business days from the completion of the hire. 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 for payment.

PLAN -

BUILDING & PERGOLA EXCLUSIVE USE AREA marked in red

