District Council of ELLISTON

PO BOX 46 ELLISTON SA 5670
PHONE: **(08) 8687 9177**
EMAIL: **DCE@ELLISTON.SA.GOV.AU**

Facility and Equipment Hire Form

Please complete and return this form to the District Council of Elliston prior to your booking.

Booking Details:

Name of Hirer / Organisation:	
Contact Person:	
Postal Address:	
Phone / Mobile:	
Email:	
Event/Function Name:	
Event Description:	
Event Date:	
Date(s) Required:	From: ____/____/_____ Time: __:____ am/pm To: ____/____/_____ Time: __:____ am/pm

Facilities Required:

☐ RSL Memorial Building
☐ Elliston Community Hall
☐ Kitchen
☐ Other (Tables, chairs, TV, tea & coffee facilities):

**Hire fees and charges apply as per the District Council of Elliston's Fees and Charges Schedule.*

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Key Conditions of Hire:

- The hirer is responsible for the conduct of all persons using the facility during the hire period.
- The premises must be left in an appropriate state of cleanliness, with all rubbish removed. See checklist contained in **Attachment 1**
- All damages or breakages of Council property must be reported immediately.
- The sale of alcohol is prohibited without a valid liquor licence.
- Smoking is strictly prohibited inside any Council premises or within 10 metres of the entrances.
- All electrical equipment must be tested and tagged.
- Council reserves the right to refuse or cancel bookings where necessary.
- The hirer must comply with all relevant laws, including fire safety regulations and public health and food safety requirements.
- Any keys borrowed from Council must be returned, and the relevant key authorisation form to be filled out prior to booking.

Hirer Agreement and Declaration:
I hereby apply to hire the above facility and acknowledge that I have read and agree to the 'Key Conditions of Hire'. I accept responsibility for ensuring all users comply with these conditions and understand that I am liable for any damage or loss incurred during the hire period.

Hirers Name:	
Signature:	
Date:	_____/_____/_____

Council use Only

Approved By (Council Officer):	
Date Approved:	_____/_____/_____
Fee Received:	☐ Yes / ☐ No If no, CEO waiver approval: _____
Invoice/Receipt No:	

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ATTACHMENT 1

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Hire Checklist:

- ☐ Floors swept and mopped/vacuumed
- ☐ Table and chairs wiped and returned to original positions
- ☐ Kitchen benches cleaned and all appliances turned off
- ☐ Equipment cleaned and returned
- ☐ All food and rubbish removed from the premises
- ☐ Toilets and wash areas left clean and tidy
- ☐ All lights, fans and air conditioners turned off
- ☐ Doors and windows locked
- ☐ Keys returned to Council

Please report any damage or breakages to Council staff.