



Mildura Rural City Council



MILDURA STATION HOMESTEAD HIRE APPLICATION & CONTRACT

Applications are secured only when full payment of Hire is made and contract completed.
Applicants are advised that all information required on this form must be provided to enable Council to process your request in a timely manner.

Incomplete forms may cause delays with the processing of your application.

1. PLEASE TICK THE FACILITY REQUIRED

Woolshed Grounds Cottage Rose Garden

2. APPLICANT DETAILS

Name of Person Lodging
Application:

Company/Organisation
Name: (if applicable)

Postal Address:

Phone:

Fax:

Mobile:

Email:

3. DATES & TIMES OF EVENT

DATE/S REQUIRED:/...../..... to/...../.....

PURPOSE OF USE: _____

DATE OF EVENT:/...../.....

TIME:to.....

NUMBER OF PERSONS EXPECTED TO ATTEND: _____

4. SPECIAL REQUIREMENTS

ANY SPECIAL REQUIREMENTS (if applicable): (eg: extra bins etc.)

Note: Jumping Castles and like are not covered by Council's Insurance, you will need to provide a copy of Public Liability Insurance in your name for these activities)



DECLARATION:

I, the undersigned, acknowledge and agree to the Terms and Conditions specified in this Hire Application & Contract.

Signature:

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Name:

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Position: (if applicable)

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Date:

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5. HIRE FEES & CHARGES – 2019-2020 Financial Year

HIRE FEE: (MRCC Staff to complete)

Woolshed \$.....
Cottage \$.....
Grounds \$.....
Rose Garden \$.....

Public Liability Insurance Fee \$... .. (attached form must be completed)

Please read carefully the Public Liability Insurance Indemnity Form which explains policy inclusions and exclusions. If MRCC policy is not taken, a certificate of currency to cover the event must be provided with the hire application.

TOTAL FEE \$ _____ Receipt No: #.....

MAC Staff Signature:

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Name:

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Date:

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FURTHER INFORMATION:

Mildura Arts Centre
In person: 199 Cureton Avenue Mildura VIC 3502
Phone: 03 5018 8330
E-mail: msh@mildura.vic.gov.au
Fax: 03 5021 1899

Next Steps, once your booking is confirmed?

Mildura Arts Centre Staff will contact you closer to your venue hire to confirm collection of keys, bond and walkthrough details with you.

Mildura Rural City Council collects Personal and or Health Information for municipal purposes as specified in the Privacy and Data Protection Act 2014. The information collected in this form is used only for the purposes specified (primary purpose) and is not passed on to third parties. Council may disclose this information but only if authorised or required by law. Council may not be able to process your request unless sufficient information is given. Should you need to change or access your personal details, or you require further information regarding Council's Privacy Policy please contact Council's Privacy Officer.
Updated 22 August 2016

PUBLIC LIABILITY INSURANCE INDEMNIFYING COUNCIL

All hirers of Council owned and controlled facilities must have public liability insurance that covers their duty of care for all persons who will be involved in the activities they plan to hold at the hired venue.

Public liability insurance covers the hirer for their legal obligation to pay all sums by way of compensation and all costs awarded against them should they be sued in relation to death/personal injury and property damage sustained by any person involved in the activities at the hired venue.

Should you already have a public liability insurance policy, you are requested to provide a 'Certificate of Currency' from your Broker as proof that the policy meets Council's requirements.

Individuals who are uninsured (do not have the appropriate insurance cover) may link to an umbrella liability policy arranged by Council. To be eligible for this policy, **hirers must be uninsured** and **not** hire the venue more than 52 times per annum.

The cost of this policy is **\$33.00** (GST inclusive) per hire. A summary of cover is available upon request when booking the facility.

POLICY DETAILS

Insurer: Thistle Underwriting Services Pty Ltd
Policy Number: 06A 085017 PLB
Policy Excess: \$250.00 (The hirer shall bear this amount for each and every claim)

This policy only covers your liability for the period of the hire, and is subject to the following exclusions:

Activities **excluded** from cover under this policy include:

- Injury sustained whilst participating in any game, race, practice, trial or other sporting activity
- Children's rides and animal rides
- Inflatable recreational equipment
- Rock / Pop concerts
- Child minding/child care
- Stallholders activities and demonstrations
- Amusement rides and devices
- Fireworks and pyrotechnics
- Security Personnel

Please nominate which public liability insurance cover you wish to provide by ticking the appropriate box below:

Provide details of own policy Take out cover under Council's policy

DECLARATION

I, the undersigned, acknowledge and agree to the above conditions of use.

NAME:

ORGANISATION:
(IF APPLICABLE)

POSITION: (IF APPLICABLE)

SIGNATURE:

DATE:

CONDITIONS OF HIRE

GENERAL

- The hirer is required to restrict use to the specified days and times as listed in this application.
- The hirer is responsible for items left in buildings and surrounds during hire. Council accepts no responsibility for these items.
- No noise permitted after 12.00 midnight. Site must be vacated and building locked and alarm activated by 1.00am or a call out will be charged.
- Smoking, naked flames, candles; fires (including hurricane lamps) are **not permitted** in any buildings.
- Confetti is strictly banned from the site but rose petals can be used on the lawn areas.
- Hires for over 200 people will require portable toilets.
- Vehicles are only permitted on Mildura Station Homestead grounds for unloading and loading of equipment.
- All cars to be parked in the designated car park at entrance.
- All electrical leads and equipment must be tagged and in date. Ensure all power leads are clear of walkways and access paths and supported on approved power lead support poles 2.4 metres above the ground. No power leads to be placed on the ground unless covered over or placed on power poles outside the buildings
- Existing contents of woolshed and cottage are not to be removed at any time.
- Hirer has full responsibility for leaving the building and contents as found at the start of the hire and for the cleaning, securing and alarming of the building.
- No marquees, pegs or posts are to be driven into the ground, this includes but is not limited to asphalt/bitumen, car parks or pathways. Prior approval from Council Officers must be obtained. If approval is granted pegs in grassed areas must not exceed 300mm in length.
- Marquees, jumping castles and any other structures must be appropriated weighted with sandbags and/or water filled weights.
- Temporary infrastructure which includes but is not limited to marquees, jumping castles and any other structures are not to be secured to any vegetation at the facility.

CAPACITY

- The Woolshed is strictly limited to **120** and Cottage is strictly limited to **40** people only.

CATERING & LOGISTICS

- A Liquor License will be required when selling alcohol.
- The cottage has approximately 20 chairs and 2 trestles available for inside use only and a small kitchenette area (sink, workbench & small fridge). No cooking or heating of food allowed inside the Cottage.
- Woolshed has a kitchen which contains a three door fridge, domestic size gas stove/oven, sink and large moveable workbench.
- The toilet facilities are directly connected to the Woolshed, however please note these are Public Toilets and use is available to all persons using the precinct.
- There is an Accessible Toilet located separately and central to the grounds near the main entrance.

FEES & CHARGES

2019 - 20 Fees and Charges

A refundable bond of **\$300.00** is required to be paid **in cash/card form only** when collecting the keys on the day of hire.

Public Liability Insurance is required for all hirers, or an additional charge of **\$33.00** for Public Liability Insurance Indemnifying Council.

WOOLSHED

- **Weekday Rate:** Monday to Thursday, 11.00am on the day of hire until 10.30am the following day is **\$275.00** per day.
- **Weekend Rate:** Friday 11.00am to Sunday 10.30am is **\$455.00**.

Kitchen contains three door fridge, gas oven, sink and large moveable workbench.

COTTAGE

- **Daily Rate** 11.00am on day of hire to 10.30am next day is **\$240.00**.
- **Meetings - Community Rate** only: **\$36.00** up to 4 hours per session. Public Liability Insurance is required.

Cottage contains sink, small workbench and small fridge. No cooking or heating of food allowed inside the Cottage

GROUNDS

- **Marquee/Tents Weekday rate:** Monday to Thursday is **\$275.00** per day and includes woolshed.
- **Marquee/Tents Weekend rate:** Friday to Sunday is **\$455.00** and includes Woolshed.
- Ceremony or Wedding Photographs: **\$115.00** per two hours. Additional charge for Public Liability Insurance.

ROSE GARDEN

- Ceremony or Wedding Photographs: **\$115.00** per two hours. Additional charge for Public Liability Insurance.

PENALTY RATES

- A \$45.00 per hour late fee will apply if buildings are not vacated on time.
- A \$70.00 fee will be charged if alarm was not set correctly or late to close, per call out.
- A \$50.00 per hour fee for unsatisfactory cleaning of the venue, minimum of 3 hours, after that an hourly charge.

CLEANING & DAMAGE

- The hirer is required to ensure the proper maintenance of the facility and where Council incurs costs in rectifying any damage caused or contributed by the hirer, will be deducted from the bond.
- The hirer is responsible for ensuring that all equipment, furniture and fittings are kept secure and safe during the period of the hire. The full replacement cost of equipment, furniture and fittings damaged or removed will be charged to the hirer.
- Recycle and waste bins are available for use for 'general waste', however the hirer is required to remove any excess rubbish created by the event, and to ensure that the area is left in the same condition as before the hire commenced. In the event that the applicant does not adhere to this condition, the bond will be held until the facility is returned to a suitable standard.
- The cost of repairing any damages to the surrounding land will be deducted from the bond.

KEYS

- A key for access must be collected from Mildura Arts Centre, 199 Cureton Avenue, Mildura returned by 10.30am the day after your event.

PAYMENT

- Payment on booking ensures your booking is confirmed
- Please note payment of hire fees constitutes your understanding and agreement to the Terms and Conditions specified in this Hire Application & Contract.
- An inspection of the facility will be carried out by Council Officers after your event and your bond will be returned within five day period following this date, subject to the inspection.

SPECIAL CONDITIONS: FOR PARTIES 16th, 18th or 21st

All contracts must be completed by a person over the legal age of 18. Children under this age must seek a parent or guardian to fill the contract in on their behalf and are legally responsible for anything that happens during the celebrations.

Registering a party with the Police using the PARTY SAFE Program

Party safe allows you to register your party with the police, and if they are called to your event, they have all the information they require. This helps to minimise the risk of something going wrong at your party, such as intoxicated guests or gatecrashers ruining your fun.

You can complete the registration form online <http://www.police.vic.gov.au> under initiatives and programs, or from your local police station.

Alcohol, how will this be monitored? When making a booking please consider how the alcohol will be monitored. We recommend if alcohol will be present to make it available from one area only and have a responsible adult who is not drinking alcohol, serving.

SECURITY

A security firm is required to supervise guests and help keep trouble at a minimum. We request a letter by the company to acknowledge this has been organised. To help discourage gatecrashers we recommend making it clear that entrance to the party is by invitation only.

CANCELLATIONS

- In the case of a cancellation, four weeks notice is required for a full refund. A cancellation form may be obtained from Mildura Arts Centre reception.
- Applicants are advised that all information must be provided on this form to enable MRCC to process your request in a timely manner.
- Incomplete forms may cause delays with the processing of your application

MARKETING & PROMOTION

Mildura Station Homestead
Address: 278 Cureton Avenue, Mildura VIC 3500