



Occasional Hire of Jamestown Memorial Hall

No Public Liability Insurance Required

Principal Office: Jamestown

94 Ayr Street, Jamestown SA 5491

Phone: (08) 8664 1139 Fax: (08) 8664 1085

Postal Address:

PO Box 120, Jamestown SA 5491

Email Address:

admin@nacouncil.sa.gov.au

This Permit Application is for people who hire the facility on an occasional basis, and do not have public liability insurance.

Note: Regular hirers or clubs or businesses or those using the facility for a profit making activity are required to complete the form entitled "Permit for Hire of Jamestown Memorial Hall".

I _____
(Name)

for and on behalf _____ "Permit Holder"
(Organisation, Business, Group)

of Address _____

of Telephone _____ Email _____

Hereby make application to the **Northern Areas Council**
(Council)

to hire the **Jamestown Memorial Hall**

for the purpose of _____
(Name of the event)

Date of Event _____ Between the hours of _____ and _____

Alcohol will / will not be served

Estimated Attendance _____

The issuing of this permit is subject to :-

- A. The Permit Holder agreeing to the **General Conditions** of the permit as contained herein.
- B. The Permit Holder agreeing to all **Special Conditions** which the Council may determine.
- C. The Permit Holder paying the prescribed fee.
- D. A copy of this document signed for the Council has been returned to the Permit Holder.

General Conditions of Permit

- 1. The Permit Holder, in paying the prescribed fee, will be covered by a general public and products liability insurance policy.
- 2. The Permit Holder agrees to indemnify and to keep indemnified the Council, its employees and/or agents 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 any activities under the permit or arising out of breach of any condition attaching to the permit.
- 3. The Permit Holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
- 4. The permit is not transferable.
- 5. The Permit Holder shall comply with applicable laws and also give all notices required by any legislation relating to an activity under the Permit.
- 6. The Permit Holder shall notify the Council at the time of the application, if alcohol is to be served during the period of the permit. A liquor licence must be obtained by the Permit Holder if required by law.
- 7. No adhesive tape, blu-tack or drawing pins shall be used on walls or ceilings. If suitable anchors are provided, decorations may be hung from them.

8. No polish, floor speed or other material is to be used on the floor without the prior written approval of the Council who shall reserve the right to refuse the same.
9. The Permit Holder shall ensure that any breakages of glass or spillage of food, drink or other substances are cleaned up immediately. Breakage or loss of glass, crockery or any other Council owned equipment must be reported to Council as soon as possible and replacement or repairs shall be at the cost of the Permit Holder.
10. At the completion of the function, all floors must be swept, tables, chairs and other furniture placed in their original positions and all areas cleaned to the satisfaction of Council. Failure to do so may result in cleaning fees being charged.
11. All litter resulting from any function must be removed from the hall and adjoining Council property before 12.00 noon the following day (or an earlier time as determined by Council). Litter shall be placed in the bins provided.
12. The Permit Holder shall ensure that all doors and windows are securely fastened and lights extinguished when leaving the hall. The Permit Holder is requested to notify Council of any broken or faulty doors, windows, lights and other furniture and equipment.
13. The use of the hall or facility may be granted up to 36 hours prior to and 16 hours after the time of hire for decorating purposes subject to other bookings at a reduced cost during that period and approval of Council.
14. Repairing and/or replacing any damaged furniture, fixtures or fittings will be the responsibility of the Permit Holder. If any necessary repair or replacement is not undertaken within a reasonable time, Council may repair and/or replace and recover the costs from the Permit Holder.
15. Normal hire charges may be applied if a cancellation is not received at the Council office at least seven days prior to the reserved date.
16. This permit may be revoked by Council if the Permit Holder fails to comply with a condition of the permit and may be revoked in any other justifiable circumstance.

Specific Conditions for Jamestown Memorial Hall

1. All hirers shall be responsible for setting up tables, chairs etc. using trolleys provided. Chairs are not to be dragged over the floor.
2. Tables and chairs brought into the Hall must be replaced to their original position after use and are not to be lent against the walls in the supper room.
3. If upholstered chairs are soiled by food fats or spillages a cleaning fee will be charged.
4. There is to be no cooking in the supper room, it should only be used for plating up and serving of food.
5. Kitchen benches to be cleared and wiped down. Kitchen floor to be swept and damp mopped.
6. Urns to be emptied and left inverted.
7. Refrigerator doors are to be left ajar.
8. All refreshment commodities must be provided by the hirer. If appropriate a liquor licence must be obtained prior to event.
9. Wheelie Bins are supplied at the rear of Hall for rubbish disposal. A cleaning fee will apply if necessary.
10. A one (1) metre clearance is to be left surrounding the heaters at all times.
11. The Mayoral photos hanging in the Jamestown Memorial Hall are not to be removed from the wall under any circumstances.
12. Exit Doors are to be left clear at all times.
13. Ensure Kitchen is closed and premises locked before leaving building.
14. All electrical appliances, lights and heaters must be switched off prior to vacating Hall.
15. If **gas cylinders** are empty, please contact the Council on 8664 1139 or after hours emergency contact 0488 999 808.
16. **NO** kerosene, detergent or chemicals of any description are to be used on the Hall floor.
17. Hall key must be collected & returned during office hours.

Special Conditions of Permit Required by Council

- 1. _____

- 2. _____

- 3. _____

In making this application, the Permit Holder agrees to be bound by the conditions of the permit and declares that the particulars provided by the Permit Holder with regard to the proposed event are true and correct. The person signing warrants he/she has authority to bind the Permit Holder for that purpose.

Signed for and on behalf of the Permit Holder

Name _____ Date _____

Position _____ Signature _____

Signed by Authorised Office of Council

Name _____ Date _____

Position _____ Signature _____

**Office Use Only
Council Authorisation**

Permit Approved / Denied Fee _____

Alcohol Approved Yes / No / N/A Booking Sheet Updated? _____

Signed _____ Date _____

Jamestown Memorial Hall Heater Instructions

To use the heaters:

1. Ensure there are no materials or obstacles within a metre of the heaters when in use
2. Flick the switch in the foyer to activate the heater circuit – see photo below.
Note this circuit operates on a two hour timer and will switch off after that time.
3. Turn the heaters you wish to use on at the heater on the wall and adjust the individual heater thermostat as you require
4. Check the heaters periodically to ensure they are not too hot for hall users; that there has not been anything placed against them and that they are still operating.
5. If the heaters are no longer operating check that the timer switch in the foyer is on.
6. Once your requirement for heating is complete, turn all heaters off. Turn them off even if the timer switch has timed out.

