

COUNCIL FACILITIES HIRE

Please complete this form and return to the council office:

29 Holland St (PO Box 321) Kingston SE SA 5275 EMAIL: info@kingstondc.sa.gov.au



APPLICATION

Name of Applicant:

Organisation:..... ("Permit Holder")

ABN:

Postal Address:.....

Phone: Email:.....

I agree to my email and phone number being added to Council's database? ☐ Yes ☐ No

I hereby make an application to the Kingston District Council to hire the Kingston District Hall:

(Please indicate which section of the hall is to be hired)

Meet. Make. Create. Space (Wood Hut Room) Only		Supper Room Only	
Kitchen & Supper Room Only		Main Hall Only	
Whole Complex		Other	

For the purposes of (name of event):

Commencing: Expiring :.....

Day: Time :.....

Basis: ☐ Daily ☐ Weekly ☐ Fortnightly ☐ Monthly ☐ Quarterly

If the applicant is a casual hirer conditions 1, 2, and 4 (overleaf) do not apply.

Casual Hirer An individual who is a hirer of the hall for personal use or activity. A casual hirer does not include organizations hiring the facility for their community projects or business use.

If the applicant is a regular hirer condition 3 does not apply.

Is the applicant a ☐ regular hirer ☐ casual hirer

Alcohol ☐ will be served ☐ will not be served

Permission to use stage lighting ☐ is required ☐ is not required

Access to Projector Screen & Sound System ☐ is required ☐ is not required

Permission to use floor polish
(Floor speed etc.) ☐ is requested ☐ is not requested

CONDITIONS OF HIRE:

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 any Special Conditions which the Council may determine and identified in this Permit approval;
- C. The permit holder paying the prescribed hire fee and bond.
- D. The permit holder providing to the Council a copy of all appropriate insurance as required by either the General Conditions or Special Conditions of permit.
- E. A copy of this document signed by the Council has been returned to the permit holder.

GENERAL CONDITIONS OF PERMIT:

- 1. The permit holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and 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 the issuing of the permit.
- 2. The permit holder shall take out and keep current a public risk insurance policy in the name of the applicant insuring the applicant for the minimum sum of twenty million dollars (\$20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the applicant in relation to the activity.
- 3. The permit holder, in paying the prescribed fee, will be covered by a general public and products liability insurance policy.
- 4. The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the applicant.
- 5. 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.
- 6. The permit is not transferable.
- 7. For the term of the Permit, to comply with all applicable industry standards and legislation, health and safety standards, current Standards of Australia or any applicable codes of Practice.
- 8. 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. Alcohol consumption is not permitted without prior permission from Council.
- 9. If alcohol is to be consumed in the permit area, it is the responsibility of the permit holder to ensure all liquor licensing requirements are met in accordance with the requirements of the Office of the Liquor and Gambling Commissioner and a copy of the Liquor License is to be attached to this application.
- 10. No adhesive tape, blutack or drawing pins shall be used on walls or ceilings. If suitable anchors are provided, decorations may be hung from them.
- 11. 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.
- 12. The permit holder shall ensure that any breakages of glass or spillage of food or drink are cleaned up immediately.
- 13. At the completion of the hire, 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 the cleaning bond being withheld.

14. A cleaning bond is to be paid on all hire fees. Where fee waivers are granted on hire fees, the bond must still be paid prior to the collection of keys.
15. All litter resulting from any function must be removed from the hall and adjoining Council property at the conclusion of the hire.
16. The permit holder shall ensure that all doors and windows are securely fastened and lights turned off when leaving the hall.
17. The use of the hall may be granted from 4pm the day prior to the time of hire for decorating purposes subject to other bookings during that period.

18.

Bond fees:			
Meet. Make. Create. Space Only	\$50.00		
Kitchen & Supper Room Only	\$50.00	Main Hall Only	\$70.00
Kitchen & Supper Room Only (With Alcohol Served)	\$300.00	Main Hall Only (with Alcohol Served)	\$350.00
Supper Room Only	\$50.00	Whole Complex	\$150.00
Supper Room Only (with Alcohol Served)	\$300.00	Whole Complex (with Alcohol Served)	\$400.00

19. Hall hire fees are inclusive of GST and are charged at a daily rate.
Please note: Council Fees & Charges Schedules are reviewed at the start of each financial year.
 Hire fees may change from 1 July each year, and reoccurring bookings after this date will be charged at the updated hire fee.

2026-2027 Fees and Charges Schedule:			
Meet. Make. Create. Space Only	\$45.50		
Kitchen & Supper Room Only	\$116.50	Main Hall Only	\$155.50
Kitchen & Supper Room Only (With Alcohol Served)	\$235.00	Main Hall Only (with Alcohol Served)	\$273.00
Supper Room Only	\$78.50	Whole Complex	\$235.00
Supper Room Only (with Alcohol Served)	\$155.50	Whole Complex (with Alcohol Served)	\$351.50
Rehearsals – Per usage	\$19.00	Projector Screen & Sound System	\$26.50 per day

20. 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.
21. Keys for the hall may be collected by the permit holder the day prior to the time of hire from the Council Office.
22. Amplified music or other noise must be in accordance with Local Nuisance & Litter Control Act 2016.
23. Cost of repairing and/or replacing any damaged furniture, fixtures or fittings will be the responsibility of the permit holder. Council will charge the permit holder for all repair and/or replacement costs.
24. No flammable liquids or other dangerous substances shall be brought onto the premises.
25. Smoking is prohibited inside the building, please ensure that outside the building cigarette butts are placed in the trays provided and are removed with other rubbish.
26. Tea Towels are not supplied in the District Hall therefore users will need to supply their own.
27. The permit holder is responsible to ensure they are familiar with the requirements of the Children and Young People (Safety) Act 2017 as it applies to the interaction with children or vulnerable people.

WAIVER CLASSIFICATION & ELIGIBILITY

You may be eligible for a fee waiver in accordance with Council's Waiving of Fees Policy - District Hall.
Please select one (1) of the following options:

☐ Not-for-profit or charity undertaking fundraising activities for local community benefit, where eligibility will be determined by an ABN check. ☐ Community relief support following an emergency / natural disaster.				100% FEE WAIVER GRANTED Please refer to Section A below
☐ Community Group. ☐ A business / organisation providing recreational activities for local residents not otherwise available to the community. ☐ Not- for- profit or charity providing services to local residents.				50% FEE WAIVER GRANTED Please refer to Section B below
☐ State or Federal Government Department or Agency. ☐ Events not open to the public. ☐ Private Hirer, ie, Funerals, fringe performances, wedding ceremonies, reunions or other celebrations. ☐ Rehearsals.				NO FEE WAIVER GRANTED Please refer to Section C below

	Room to be hired	Hire Fee	% Waivered	Total Fee
SECTION A 100% Fee Waiver		\$		\$
		\$		\$
	Bond			\$
	TOTAL FEE			\$

	Room to be hired	Hire Fee	% Waivered	Total Fee
SECTION B 50% Fee Waiver		\$		\$
		\$		\$
	Bond			\$
	TOTAL FEE			\$

	Room to be hired	Hire Fee	% Waivered	Total Fee
SECTION C No Fee Waiver		\$	Nil	\$
		\$	Nil	\$
	Bond			\$
	TOTAL FEE			\$

SPECIAL REQUESTS

Please include any special requests below:

DECLARATION

SIGNED FOR AND ON BEHALF OF THE PERMIT HOLDER

In making this application, the permit holder agrees to be bound by the conditions of this 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 they have authority to bind the permit holder for that purpose.

I acknowledge that I have read and understand the permit conditions and agree to abide by the conditions of hire as stated.

Name:		Position:	
Date:		Signature:	

OFFICE USE ONLY			
Authorisation:	☐ Approved ☐ Denied	Comments:	
Name:		Signature:	
Position:		Date:	
ABN Register Check Completed:	☐ Yes ☐ No	ABN Register/ Lookup attached:	☐ Yes ☐ No