



**LATROBE COUNCIL
APPLICATION FOR HIRE – BELLS PARADE RESERVE**

Club/Organisation name:

Address:

Contact Person:

Contact Phone No: **Mobile:**.....

Area Required: **BBQ area/Reserve only/Access to Sink and Power**
(Please circle)

Purpose:

Approximate number attending function:

Date Required: **Time: From..... To**

Will alcohol be available? Yes/No

HIRE FEES

\$50 per session (4 hours maximum per session)

\$50 bond (returnable upon compliance with terms and conditions)

TERMS AND CONDITIONS

1. All charges in relation to hire must be paid in full prior to the hire date. Written confirmation of the booking will be provided.
2. This hiring does not give exclusive rights at the reserve as other patrons may wish to be present.
3. The hirer shall not do, or neglect to do, or permit to be done or left undone, anything that will affect the Council's Insurance Policy or Policies relative to fire or public risk in connection with the hire of this reserve.
4. The hirer agrees to indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, claims, charges, expenses and damages whatsoever which may be brought about or made or claimed against it by any of them arising out of or in any way related to the use of the reserve.

5. The hirer shall not produce, or perform, or suffer to be produced or performed on any reserve any dramatic, musical or other work in infringement of copy right, or performing right of any owner of such rights, and it shall be a condition and term of this hiring that the hirer indemnifies Council against any claim for breach of copy right during such hiring, and any costs incurred in connection therewith.
6. If alcohol is brought onto the reserve it must be for personal consumption by persons over the age of eighteen (18) who are participating in the above function. Alcohol is not to be sold under any circumstances.
7. The reserve is to be left in a clean and tidy condition. Users are requested to ensure rubbish generated by their function is removed from the site.
8. The boom gate at the carpark closes at 8.00pm (9.00pm daylight savings) therefore if your function continues past that time, all vehicles must vacate the carpark prior to 8.00 pm (9.00pm daylight savings) to enable the gate to be closed.
9. If access to the sink / power is required, the key is available for pick up from the Council Office on the last working day prior to the function.

PLEASE NOTE:

The northern end of the bark hut remains a public area, therefore patrons may be present in that area.

If your booking is for a large event or if you are wishing to erect a marquee please contact the Council Office for further information as you may need to supply Council with insurance details or apply for various permits etc.

UNDERTAKING

I, of hereby make application for the use of the above Council reserve for the dates and times specified and acknowledge having received and read the Terms and Conditions of hire and undertake to be bound by and comply with the Terms and Conditions of hire in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the reserve in association with this application comply with the terms and conditions.

Signature of Applicant: Date:

OFFICE USE ONLY		
PLEASE PASS THIS FORM ON TO THE EXECUTIVE ASSISTANT FOR PROCESSING		
Date hire fee paid:	Receipt No.:.....	
Date confirmation letter sent:		
CC. Creditors Clerk <input type="checkbox"/>	Latrobe Works <input type="checkbox"/>	Copy sent to Applicant <input type="checkbox"/>
Attn: Shaun Tuthill		