

## Glenelg Community Centre

Glenelg Community Centre is a community facility available for hire at the following times:

- **After 4pm** Monday to Saturday
- **All day** on Sundays

Please check the availability of the centre prior to filling out this form by contacting the Community Centre Coordinator on 8229 9963.

### Application for Hire

Hirer/organisation:

Address:

Contact person 1:

Phone

Mobile

Email

Contact person 2:

Phone

Mobile

Email

Name of meeting/activity

Number of people:

Booking description:

### Pricing (incl GST)

Weekdays: Monday – Friday (from 4pm)		Weekends: Friday (4pm) – Sunday	
Community	\$15 per hour	Community	\$25 per hour
Private	\$25 per hour	Private	\$50 per hour
Commercial	\$75 per hour	Commercial	\$100 per hour
Date:	Day:	Rate type :	Weekday      Weekend
Start: (Including set up and cleaning time)	Finish:	Category type:	Community      Private      Commercial
<b>TOTAL NUMBER OF HOURS:</b>		<b>TOTAL COST:</b>	

I/We hereby acknowledge having received and read a copy of the conditions of hire applicable to Glenelg Community Centre, and agree to the hire fees and conditions numbered 1 to 18 contained therein, particularly condition no: 3 (damage caused and cleaning).

**Note: hirers must be aware of their public liability risk and are responsible for ensuring they have adequate insurance cover (\$20 million dollars) in force during the hire period. If you are a regular hirer and/or an Incorporated Body, a copy of your certificate of currency (obtainable from your insurer) must be provided with this application.**

Signed:

Date:

**PLEASE NOTE:**

**Application form and payment is due to Council 7 days prior to booking. Booking is tentative until bond or fee has been received.**

**Hire fees must be received 7 days prior to date of function.**

Please return this form, along with your certificate of currency to:

Email: [mail@holdfast.sa.gov.au](mailto:mail@holdfast.sa.gov.au)  
 Post: PO Box 19, Brighton  
 In person: 24 Jetty Road, Brighton

**PAYMENT OPTIONS**

- Payment in Person – 24 Jetty Road, Brighton
- Please send me an invoice
- Please debit my credit card and send out receipt
  - Visa       Mastercard

Card Number \_\_\_\_\_ Exp \_\_\_\_ / \_\_\_\_

Amount: \$

Cardholders Name:

Signature:

**OFFICE USE ONLY**

Application Processed:

Invoice No: (Bond)

Invoice No: (Hire)

Bond Received: Amount:

Date:

Receipt No:

Fee Received: Amount:

Date:

Receipt No:

## Conditions of Hire

- 1 Glenelg Community Centre is owned by the City of Holdfast Bay for the purpose of providing community facilities to the residents and visitors to the council area and all bookings are at the discretion of Council.
- 2 Bookings will NOT be accepted until the Application form is completed and returned to Council with the appropriate bond. All bookings, other than small meeting groups, must be confirmed with a completed application form and refundable bond within seven (7) days of the booking being made.
- 3 At discretion of Council, a bond may required towards the recovery of additional costs due to misuse, damage or excessive untidiness. The hirer is responsible for any damage caused to Council property which is attributable during the hire period.  

Should the complex be left in a satisfactory state, the bond will be refunded by cheque within 14 days of the date of the function. The bond will not be refunded if booking is cancelled, unless another booking is received for that date/time.
- 4 The Hirer is required to have Public Liability Insurance to a minimum of twenty million dollars (\$20,000,000). A copy of the Public Liability Insurance Certificate of Currency must accompany the signed hire agreement and be supplied each financial year. Council will not accept any liability for any personal injury, loss or damage that may occur to participants or third parties or their property.
- 5 The Hirer is responsible for any damage caused to Council or Glenelg Community Club property which is attributable during the hire period. The premises are to be left in a clean and tidy condition and all debris, empty bottles, food scraps, etc., must be removed from the building by the hirer immediately after and placed in bins provided outside the Centre.
- 6 Any accidents, injuries or equipment breakages in the Centre need to be advised in writing to the Community Centre Coordinator on 8229 9963 or via email [rbartlett@holdfast.sa.gov.au](mailto:rbartlett@holdfast.sa.gov.au) within 24 hours of the event.
- 7 The Glenelg Community Centre is located within a Dry Zone; therefore the consumption of alcohol is not permitted in the Centre except under special circumstances. A written request justifying consumption is to be submitted to the Community Centre Coordinator and an application for a 'Limited Liquor Licence' is required if the service or supply of liquor is intended as part of an event. Limited Licence applications must be approved by the Office of the Liquor and Gambling Commissioner in conjunction with Council's Liquor Licensing and Public Safety Officer. All fees in relation to a Limited Liquor Licence are the responsibility of the hirer.
- 8 In accordance with Council policy, hirers are advised that smoking is not permitted inside Glenelg Community Centre.
- 9 Nails, screw or other contrivances, including sticking tape (blue tac) of any kind are not to be used for fixing anything in any part of the building and confetti, sparkles or rice may not be scattered within the premises.
- 10 It is the responsibility of the hirer to organise to pick up the key from the Brighton Civic Centre within 72 hours of the booking. Arrangement can be made by contacting the Community Centre Coordinator on 8229 9963 or via email [rbartlett@holdfast.sa.gov.au](mailto:rbartlett@holdfast.sa.gov.au). Key must be returned within two business days after the booking
- 11 Any lost or stolen Keys need to be reported to the Community Centre Coordinator as soon as possible. The cost of key replacement will be at the expense of the Hirer.
- 12 The Hirer must abide by current and future Glenelg Community Centre policies and procedures.
- 13 The Hirer must comply with these terms and conditions and all reasonable directions of the Community Centre Coordinator or other Council representatives.