

NAME/GROUP: _____

CONTACT PERSON (if corporate booking): _____

ADDRESS: _____

PHONE NO: _____ MOBILE: _____

PHONE NO. OF PERSON RESPONSIBLE ON THE DAY: _____

FUNCTION/EVENT: _____

NUMBER ATTENDING: _____ EMAIL: _____

DAY AND DATE APPLYING TO HIRE: _____

TIME ARRIVING: _____ TIME DEPARTING: _____
(Inc. set up) (Inc. Clean up)

NAME AND ADDRESS FOR BOND REFUND: _____

FACILITIES AVAILABLE ON REQUEST

(Please tick boxes if required)

- DATA PROJECTOR
- T.V. AND DVD PLAYER
- WHITEBOARD/ELECTRIC WHITEBOARD
- KITCHEN FACILITIES
- COURT YARD REQUIRED
- LECTURN MIC
- TEA/COFFEE/MILK/SUGAR @ \$1-50 PER HEAD
- PUBLIC LIABILITY INSURANCE @ \$33.00

I/We acknowledge that I/We have received and read the conditions of hire and hereby undertake, in the event of this application being granted, to comply in all aspects with such conditions and pay such fees as set by said conditions of hire. I/We hereby understand that the bond payable (\$150.00) may be held in whole or in part when such conditions are contravened and that, notwithstanding, I/We will be held responsible for all costs incurred to restore the meeting room to their rightful conditions whilst the facility is hired in my/our name(s).

Signed: _____ **Date:** _____

<u>OFFICE USE ONLY</u>			
Insurance:	Paid:	Cash/Cheque/EFTPOS:	Receipt No:
Hire Fee:	Paid:	Cash/Cheque/EFTPOS:	Receipt No:
Bond:	Paid:	Cash/Cheque/EFTPOS:	Receipt No:
	Date:		Signature:

TERMS AND CONDITIONS

1) Application

Application for the use of The Robert Clark Horticultural Centre Meeting Room must be made on the approved Booking Application form.

Applications that are not fully completed or signed will not be considered.

Please note that all bookings are subject to approval by management.

If you hold your own Public Liability Insurance a copy of the policy is required with your application.

All applications can be lodged at The Robert Clark Horticultural Centre in the Ballarat Botanical Gardens.

2) Payments

In order to secure your booking, full payment must be made when the Booking Application form is lodged. If payment is not received your booking will be cancelled and the day may be offered to others.

Please make cheques payable to: City of Ballarat

EFTPOS payments can be made in person Monday to Friday between 8am and 4.30pm at the Robert Clark Horticultural Centre, located in the Ballarat Botanical Gardens.

3) Confirmation

Full payment together with your completed Booking Application form must be received in order to secure your booking.

A confirmation letter will be sent to you within five (5) working days of your application and payment date.

Please note that tentative bookings **will not** be accepted.

4) Time Limitations

Bookings are available: Monday to Friday from 8:00am to 4:30pm.

5) Guidelines For Use

The capacity of The Robert Clark Horticultural Centre meeting room is (100) people.

The black chairs **are not** permitted for use outside.

Nothing may be adhered to the walls, floor or the ceiling by any means unless previously discussed/or arranged with Management.

The Robert Clark Horticultural Centre meeting room must be left in a clean and tidy condition.

The Robert Clark Horticultural Centre is a Smoke Free area.

All catering plates are to be removed at the conclusion of your meeting/function.

If you are obtaining lunch etc from caterers please ensure they are aware of the correct delivery address which is Gate 3, Gillies Street Nth – enter back door of the meeting room to the kitchen.

6) Cancellation and/or Changes

If an amendment is required to the original Booking Application form it must be made in writing. A new confirmation letter will be sent to you within five (5) working days.

Should the hirer decide to cancel a booking, City of Ballarat is not required to refund any fees paid, unless notification is received in writing at least two (2) weeks prior to the booking date.

7) Parking and Vehicle Access

No vehicles are permitted to park within the Ballarat Botanical Gardens.

Exceptions to this: Catering or equipment may be delivered to the centre near Gate three (3) on Gillies Street Nth. Parking is available on Wendouree Parade or Gillies Street Nth.

8) Indemnity and Insurance

Insurance

It is a requirement of the City of Ballarat that all groups booking The Robert Clark Horticultural Centre meeting room for an event/meeting hold a current Public Liability Insurance. This will protect the group in situations where they are held legally liable to pay for the losses of a third party (this may include personal injury, death, property loss or economic loss). A typical scenario would be when a participant in an event falls suffers an injury and then seeks to recover the costs associated with the injury from the event organiser.

If a group does not hold Public Liability cover, Council can provide this at a cost of \$33.00 per event.

Please complete the relevant section of the Booking Application form if you require this cover.

Indemnity

In completing the Booking Application form, the Applicant agrees to indemnify and hold harmless the City of Ballarat, its employees, agents and volunteers against any sum that the Applicant is found liable to pay as a result of its negligent acts or omissions leading to personal injury, death, property loss, economic or any type of loss.

The City of Ballarat shall be liable only to the extent and in proportion to the degree that any negligent act or omission on its part has contributed to the loss or losses.

9) Fees For Hire

The hire fee for The Robert Clark Horticultural Centre Meeting Room is as follows:

Privacy Statement: "Personal and or Health Information collected by Ballarat City Council is used for municipal purposes only as specified in the Local Government Act 1989. The Personal and or Health Information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and or Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or amendment should be made to Council's Privacy Officer".

Full Day Hire: 9.00am to 4.00pm
\$260.00 Inc. GST (plus \$33.00 Public Liability)
Total \$290.25

Half Day Hire: 9.00am to 12.00pm or 1.00pm to 4.00pm
\$190.00 Inc. GST (plus \$33.00 Public Liability)
Total \$220.25

Bond:

All bookings are required to pay an additional, refundable bond of **\$150.00**. This will be refunded to you by Cheque through the mail within two (2) weeks after the booking, if all conditions are met.

10) Additional Information

Ballarat Botanical Gardens
Gillies Street North
Lake Wendouree VIC 3355

Postal Address

PO Box 655
Ballarat Mail Centre, VIC 3353

Contact Details

Phone: (03) 5320 5135
Facsimile: (03) 5320 5133
Email: rccadmin@ballarat.vic.gov.au

PUBLIC LIABILITY INSURANCE APPLICATION

It is understood that as part of the agreement that the Organisation/User is required to hold Public Liability Insurance cover. If cover is not held, a fee stipulated below depending on the category chosen is payable for insurance associated for the nominated event and date. That insurance cover is retained by Council and in the event of any adverse event Council staff should be notified immediately.

This cover protects the Organiser/User in the event of it being held legally and to pay for loss, damage or injury to others or their property occasioned though their negligent acts or omissions. This agreement does not include cover for the applicants own property items. However, for any damage to Council property or harm/loss to its employees caused by the Hirer/User, it will be the responsibility of that party to make restitution to Council as directed.

Please note: ABN & ACN holders, coverage may not be offered. Please check with your Event Organiser/Council Officer prior to completion of this form.

In the event of a claim arising (Limit of Liability \$20,000,000), the applicant shall pay the first \$500.00 in respect of each and every claim.

For further information regarding this application please contact City of Ballarat Risk & Insurance Administration Officer on 03 5320 5706.

Indemnity

I/We understand and acknowledge that in signing this Agreement I agree to indemnify and hold harmless Ballarat City Council, its employees and volunteers against any sums that I/We become legally liable to pay as a result of personal injury, property loss or any other loss occasioned by a Third Party as a result of my/our personal acts or omissions.

A

Hirers of Council Facilities \$33.00 Plus Hire Charges (No more than 52 times per year)

B

Stall Holder \$33.00 Festivals/Programs (one off) Per Stall Holder

Performers \$33.00 Per Performance (per day)

Buskers \$33.00 Per Busker

Street Stall Holders \$33.00 Per Street Stall Holder

Artists \$33.00 Per Artist Per Commission

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Name of Organisation:

ABN _____ ACN _____

Name of Representative:.....

Address: (No PO Box Allowed)

Email:

Telephone Number:

Name of Event:

Brief explanation of the activity the applicant will be undertaking at the event:

.....

.....

.....

Location of event:

Date of coverage:

Payment

Public Liability Insurance: _____ Cheques to be made payable to the City of Ballarat

(1.4330.2920.00000.00000.0000) – Payment can be made at the Phoenix Centre - Customer Service 25 Armstrong Street South Ballarat Vic 3350

Total fees payable to the City of Ballarat:**Paid:**.....

Signed: **Date:**.....

(Applicant)

Name (Please print):

Signed:..... **Date:**.....

(City of Ballarat) (Committee)

Name (Please print):

This completed form together with the Statutory Declaration must be forwarded to the City of Ballarat no later than 2 Weeks prior to the above mentioned event for the procession of your application. Date forwarded _____

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Statutory Declaration

I (Full name)

Of (Address)

Do solemnly and sincerely declare that:

The Organiser/User of the above stated event does not have Public Liability insurance and therefor requires Ballarat City Council to cover the Organiser/user for the above mentioned event & date.

All the information in the Public Liability for Events Form is accurate to the best of my knowledge and belief.

I have to the best of my knowledge and belief, disclosed all relevant information to the City of Ballarat and have not withheld any relevant information.

I acknowledge that this declaration is true and correct and I make it in the belief that a person making a false declaration is liable to the penalties of perjury.

Declared at

In the State of Victoria, on

Signature of person making this declaration

(To be signed in front of an authorised witness)

Before *(print full name)*

Signature of authorised Witness

Address

Occupation

The authorised witness must print or stamp his or her name, address, and title under Section 109 of the Evidence Act 1988. For a list of who can witness statutory declarations, visit <http://www.justice.vic.gov.au/>

