



# SCONE OLD COURT THEATRE

## Application for hire 2019/2020

### Function details

Name of applicant/organisation

Type of function

Booking date/s and times  
include start AND finish times

Is alcohol to be served at the function?  YES  NO

Does your organisation have public liability insurance?  YES  NO

Name of insurance company

Sum insured (min \$20m)

Policy number  Expiry date

Has the policy been endorsed to cover goods sold or supplied?  YES  NO

### 2019/2020 hire fees (inc GST)

Hire fee - full day . . . . . \$155.00 (400) W10344.1.125

Hire fee - half day . . . . . \$85.00 (400) W10344.1.125

Refundable deposit . . . . . \$210.00 (420) W10344.1.125

**Total:**

### Declaration

I have read and agree to hire the above subject to conditions prescribed by Council and set out in the conditions of hire as per page 2 of this form and will be responsible for any payment for damages incurred to the hall and/or its contents.

Name  Signature

Postal address

Email

Phone number  Date

#### OFFICE USE ONLY

Date booked  Charges paid  Receipt no.  Date paid

CRM for mowing etc:  YES  NO Booking entered into calendar  YES  NO

## SCONE OLD THEATRE CONDITIONS OF HIRE

**This policy applies to the Scone Old Court Theatre and is to be read in conjunction with council's current schedule of fees and charges.**

### 1. APPLICATION

Application for hire of any part of the Old Court Theatre building must be made in writing to the Upper Hunter Shire Council and the full amount of the hire charge plus refundable deposits, if applicable, must be paid prior to the keys being made available.

### 2. ADMITTANCE

Hirers should call at the Upper Hunter Shire Council Scone Administration Office on 02 6540 1100 during office hours to obtain the keys to the building. Such keys should be returned on the first working day after hiring.

### 3. CANCELLED BOOKINGS

Application for refund of deposit in respect to cancelled bookings must be made in writing to Council. Except in special cases, refunds will not be made unless the notice of the cancellation is given at least 14 days prior to the booking. In all cases the cancellation must be in writing.

### 4. RESERVATION FEE

Hirers making a reservation for the use of the hall in the event of an outdoor function being otherwise abandoned due to wet weather or other circumstances are required to lodge the appropriate deposit from which Council will retain 50% of hire fee, representing Council's reservation fee for making the facility available.

### 5. REFUSAL

Council reserves the right to refuse hire of the hall to individuals and/or groups as it deems appropriate.

### 6. CAPACITY

The maximum capacity of the theatre is 90 people.

### 7. SMOKING

Hirers are advised that the Old Court Theatre is a SMOKE FREE building; smoking is NOT PERMITTED inside the building nor within 10 metres of any exit.

### 8. CONSUMPTION OF LIQUOR

Council approves the reasonable consumption of alcohol in the buildings, PROVIDED the appropriate licenses and approvals are obtained but the hirer IF the hirer intends to charge for the provision of alcohol.

It is the responsibility of the hiring organisation to ensure appropriate licenses are obtained and all laws relating to sale and supply of liquor as set out by the liquor, gaming and racing are adhered to. The hirer will provide evidence of same to Council at least 7 days prior to the proposed hiring date.

### 9. CLEANING RESPONSIBILITY OF HIRERS

The hirer is responsible for ensuring that the kitchen, appliances, fixtures, fittings and eating utensils, etc. are thoroughly cleaned.

Floors are to be swept or vacuumed clean and mopped if there are any spills.

**If the premises, including the toilets, are not satisfactorily cleaned the cost of doing so will be deducted from the hire deposit.**

The kitchen is to be left clean, e.g. benches, stovetop and oven to be wiped down and all waste material to be removed.

All crockery, cutlery and cooking utensils are to be cleaned and put away in the appropriate cupboards provided.

**The hirer is responsible for the removal of all litter such as food scraps, bottles, broken glass, cans, decorations, etc. from all buildings and it's surrounds and the work required by this clause shall be completed by no later than 11.00am on the morning immediately following the conclusion of the function.**

### 10. LATE FUNCTIONS

Council hereby approves functions until midnight on any night. The hirer is responsible to ensure the gathering terminates and leaves without disturbance to nearby residences. The approval of the Licensing Sergeant must be obtained where the activity is public entertainment.

### 11. FIRE REGULATIONS

Building Code of Australia specifications C1.10: It is compulsory to have all flammable decorative materials treated with a fire retardant preparation to the satisfaction of Council.

### 12. DECORATIONS

Council has prohibited decorations except as set out hereunder:

- Flowers, etc. in vases
- Decorations on tables provided the decorations comply with the fire regulations and are not in any way attached to the floor
- Stage props, provided that they are not nailed to the floor or walls.

### 13. CARE OF HALL

**Council holds the hirer responsible for the care of the old court theatre buildings during the currency of the hire and it will not permit any damage to the building or any furniture, furnishings, fixtures or fittings. Under no circumstances are nails, screws, adhesive tapes, glue, etc. to be used on the floor, doors, walls, windows, fixtures, etc. The cost of restoring any such damage, including the cost of replacing broken or mislaid crockery, cutlery, etc. will be deducted from the refundable deposit. In the event of the refundable deposit being inadequate to meet this cost, council will proceed against the hirer for the recovery of any balance.**

### 14. ELECTRICITY

Ensure all utilities are switched off at the wall including the fridge, urns, heaters and all lighting.

### 15. LOCKING UP

The hirer is responsible for locking all windows and doors before leaving.

### 16. KITCHEN FACILITIES

Caterers can utilise the kitchen facilities, however it should be noted that the Old Court Theatre is not equipped with a commercial grade kitchen and food preparation is prohibited.