

# Form 413 – Application to Hire Normanton Shire Hall Meeting Room



**Postal Address**  
PO Box 31  
Normanton QLD 4890

**Administration**  
Ph: 07 4745 2200  
Fax: 07 4745 1340

**Internet**  
www.carpentaria.qld.gov.au  
council@carpentaria.qld.gov.au

## Section A – Applicant Details

Name/Organisation:

Surname:

Address:

Phone:

Mobile:

Email:

## Section B – Hire Detail

Dates Of Hire:

Proposed Use:

Number of Tables:

Number of Chairs:

## Section C – Authorisation

By executing this document I have read, understood and agree to be bound by;

The conditions of hire contained on pages 2 and 3;

The release and indemnity contained on pages 5 and 6

Signature:

Date:

The key to the Normanton Shire Meeting Room can be collected by the Hirer before 4pm on the business day prior to use and returned to the Council's Front Desk as soon as practicable after the completion of hire.

## Section D – Office Use Only

Entered on Facility Hire Calendar  
 Notice to DOE, WC, Town Forman,  
 Email to Key Request

Authorised Officer Signature:

Date:

Hire Processed By:

Date:

Bond Fee:	<input type="text"/>
Hire Fee:	<input type="text"/>
Total:	<input type="text"/>
Receipt Number:	<input type="text"/>
GL Trust Number	<input type="text"/>

## Section E – Conditions Of Hire

Normanton Shire Meeting Room - Conditions of Hire  
 The bond for the meeting room be paid by the Hirer five (5) working days prior to the date of use of the Normanton Shire Meeting room Meeting Room ("the meeting room"). Carpentaria Shire Council ("Council") reserves the right to hire the meeting room to other interested parties should this Bond not be received.  
 Hire fees for the meeting room be paid in full, two (2) working days prior to the date of hire of the meeting room. Hirers using any part of the facility not stated on the application form for the meeting room be charged for cleaning and for any damage incurred. Use of areas not specifically hired may jeopardise the future use of the facility by the Hirer or their organisation. The property must only be used for the purposes described on this Application Form.  
 Council will ensure the Meeting Room is in a clean and tidy state prior to the commencement of hire.  
 The Meeting Room be left by the Hirer in a clean and tidy state. This includes:  
 Returning of chairs to their designated area;  
 Toilets to be left in a clean and tidy state, with no litter remaining;  
 Grounds to be left in a clean and tidy state, with no litter remaining;  
 All equipment and facilities and windows, louvres and doors are to be secured by the Hirer at all times upon

leaving the meeting room.

Council is entitled to deduct from the security deposit any costs for cleaning if the Meeting Room is not left in a clean and tidy state.

Bins are available from Council for the reception of refuse. A fire extinguisher is located at the front entry, left hand rear wall, kitchen and in the front office. In addition, a fire blanket is also located on the wall in the Shire Meeting room kitchen.

All electrical and plumbing fittings will be maintained by Council in a safe and working condition.

The Meeting Room key will be available for collection from Council's Head Office at the following times:

Time of Hire	Key Available	Key to be Returned
Full Day or Part Thereof 8am-6pm	3pm – 4.30pm Previous Day	Next Day Before midday
Evening	3pm-4.30pm Same Day	Next Day Before midday
Weekends	3pm-4.30pm Friday	Monday Before midday

The collection of the key from Council is the responsibility of the Hirer. The key to the meeting room is to be returned by the Hirer to Council's Front Desk as soon as practicable after completion of the hire of the meeting room and no later than 12:00 pm on the first working day following the hire of the meeting room. Failure to return the key by this time will entitle Council to charge a fee for a replacement key and lock to the Meeting Room.

A report will be completed by a Council officer as soon as practicable after the hire has concluded and a copy will be available from Council's front desk. This report will be used to determine whether or not the security deposit will be refunded. No refund is possible until the second report is completed.

The Hirer will be responsible for any damage to, or loss of furniture, fittings, equipment or any part of the meeting room during the period of hire and further agrees to bear the full cost of reinstatement of such damage or loss.

Council is entitled to deduct from the security deposit the costs associated with repairing and/or replacing any breakages at, or damage to, the meeting room, including loss or damage to the buildings, fixtures, grounds, equipment or facilities at the meeting room.

No camping within the grounds is permitted.

Strictly no animals allowed.

The Hirer must obtain and maintain in force the following insurances:

public liability insurance covering legal liability to pay for personal injury, property damage and any other liability arising out of or in any way connected with the Hirer's use or occupation of the meeting room; and Property damage insurance covering all property for which the Hirer is responsible (including all Plant and Equipment where applicable) for its full replacement value; with a limit of liability of not less than \$10,000,000.00 on a per occurrence basis.

Each insurance policy must bear an endorsement noting Council as an interested party on each and any policy of insurance obtained by the Hirer. The endorsement of a Certificate of Currency will not comply with this requirement.

All insurance arranged by the Hirer must be effected with a reputable insurer on terms approved by Council, such approval not to be unreasonably withheld.

The Hirer must, upon written request, provide Council with copies of any policy of insurance and evidence of its currency within 14 days of receipt of such request.

The Hirer is responsible for the cost of obtaining insurance, including the payment of any deductible or

excess amount, with no contribution from Council.

The Hirer is responsible for bringing to the attention of all who enter and use the meeting room of the Conditions of Entry.

### **WARNING: CONDITIONS OF ENTRY**

Please read these conditions carefully

Warning: Risks Associated with Normanton Shire Meeting Room ("the meeting room")

Carpentaria Shire Council ("Council") has provided the meeting room for enjoyment by the public, but Council warns all prospective entrants to the meeting room that, irrespective of the purpose for which you enter, there may be dangers to person and property posed by:

the nature of the meeting room and its facilities and all equipment contained therein;  
the serviceability and condition of the meeting room and the facilities;  
the risk of physical injury from physical activity involved with the use of the facilities or the equipment at the meeting room ;  
operations being conducted at the meeting room;  
the actions, intentional or careless, of persons at the meeting room, including persons not authorised to be there; and  
Weather conditions (e.g. lightning or strong winds).

#### Supervision of users of the meeting room

Adults enter and use the meeting room at their own risk. The supervision of children and others unable properly to provide for their own safety remains AT ALL TIMES the responsibility of their PARENTS OR GUARDIANS. Council is NOT responsible for the supervision of children and others unable properly to provide for their own safety, irrespective of whether Council provides an instructor or any other form of monitoring or supervision at the meeting room.

Council may refuse any person permission to enter the meeting room, and may require any person to leave the meeting room, in Council's absolute discretion and without giving a reason.

#### Disclaimer

Except to the extent required by legislation and which cannot be excluded, neither Council nor any of its employees, contractors or agents (collectively "representatives") accept responsibility for ensuring the safety or security of persons who enter the meeting room. In particular (except to the extent required by legislation and which cannot be excluded), Council and its representatives accept no contractual obligation, no general law duty and no statutory duty of care to ensure the safety of persons or their property within or near the meeting room. Further, Council and its representatives will not be responsible to any person, under any circumstance, for:

death, illness or injury suffered at the meeting room, or resulting from an occurrence there;  
death, illness or injury suffered as a result of the use (as intended or inappropriately) of the facilities or the equipment at the meeting room; or  
loss or destruction of, or damage or injury to, the property of any person at the meeting room, or resulting from anything that occurs there.

#### Release and Indemnity

Irrespective of whether they do so with the permission of Council or any of its representatives, and irrespective of

whether they pay Council a fee for permission to do so, persons using the meeting room do so upon the following conditions:

Each person who uses the meeting room acknowledges that, together with those in his/her care, he/she attends and uses the meeting room voluntarily, fully appreciating and accepting the risk that he/she, and any person in his/her care, may suffer or sustain at the meeting room, or as a result of something that occurs there, illness, injury, death, or property loss or damage, irrespective of cause.

Each such person releases Council and each of its representatives from responsibility for illness, injury or death, and for property loss, destruction or damage the person suffers or sustains, irrespective of cause, while at the meeting room or as a result of anything that occurs there.

Each such person undertakes to indemnify Council and each of its representatives against any liability, loss or expense sustained or incurred by them or any of them through being held responsible for:

illness, injury or death to that person, or to any person in that person's care; or

property loss, destruction or damage sustained by that person, or sustained by the owner of any property in that person's possession or under his/her control, or in the possession or under the control of anybody in that person's care, at the meeting room or as a result of something that occurs at the meeting room .

#### Commonwealth's liability

Notwithstanding any provision to the contrary in this contract for venue hire, the Commonwealth of Australia (however described in this contract) will not be liable to the venue owner or any other person or occupier of the venue (however described) for any loss or damage (including consequential losses) in connection with the Commonwealth's hire of the venue:

notified to the Commonwealth more than 12 months after the first day of hire of the venue; or  
for an amount which in aggregate is \$5 million or more; or  
to the extent that such loss or damage was caused by the negligent or willful act of employees, contractors or subcontractors of the owner or occupier of the venue.

#### RELEASE & INDEMNITY

Risks Associated With Use of the Normanton Shire Hall Meeting Room ("the meeting room")

I acknowledge that at the meeting room there may be dangers posed by:

the nature of the meeting room and its facilities, including but not limited to: access steps, the outdoor area, flag pole, toilet block, stove, kitchen area (collectively referred to as "the facilities") and all equipment contained therein;

the serviceability and condition of the meeting room and the facilities;

the risk of physical injury from physical activity involved with the use of the facilities or the equipment at the meeting room;

operations being conducted at the meeting room;  
the actions, intentional or careless, of persons at the meeting room, including persons not authorised to be there; and

weather conditions (e.g. lightning or strong winds).

Supervision of users of the meeting room

Further, I acknowledge that:

adults must ensure their own safety while at or near the meeting room;

the supervision of children and others unable properly to ensure their own safety remains AT ALL TIMES the responsibility of their PARENTS OR GUARDIANS and NOT the responsibility of Carpentaria Shire Council ("Council"), irrespective of whether Council provides an instructor or any other form of monitoring or supervision at the meeting room.

#### Disclaimer

I understand that (except to the extent required by legislation and cannot be excluded) Council and its employees, contractors and agents (collectively "representatives") accept no responsibility for ensuring the safety or security of persons who enter the shire meeting room.

In particular, I understand that (except to the extent required by legislation and cannot be excluded) Council and its representatives accept no contractual obligation, no general law duty and no statutory duty of care to ensure the safety of persons or their property within or near the meeting room, and I accept that Council and its representatives will not be responsible to any person, under any circumstance, for:  
death, illness or injury suffered at the meeting room, or resulting from an occurrence there;  
death, illness or injury suffered as a result of the use (as intended or inappropriately) of the facilities or the equipment at the meeting room; or  
loss or destruction of, or damage or injury to, the property of any person at the meeting room, or resulting from anything that occurs there.

I acknowledge that rights that may be implied by legislation into a contract as a consumer of goods and services are specifically excluded.

#### Release and Indemnity

In return for being permitted to use the meeting room (with or without the payment of a fee):

I acknowledge that, together with those in my care, I attend and use the meeting room voluntarily, fully appreciating and accepting the risk that I, and any person in my care, may suffer or sustain at the meeting room, or as a result of something that occurs there, illness, injury, death, or property loss or damage, irrespective of cause; I acknowledge that I have read and understood the Conditions of Entry to the meeting room that are attached to this document and agree to abide by those terms and conditions of use whilst I attend and use this facility.

I acknowledge that I have read and understood the meeting room indemnify and release Council and its employees, contractors and agents (collectively "representatives") against all losses, costs, damages, claims, liens, actions, liabilities or proceedings whatsoever or howsoever arising, regardless of the form of the action, whether in contract, tort (including negligence), breach of statutory duty or otherwise in respect of:

any loss or theft of or injury or damage to any property, real or personal, arising out of or in any way connected with the use or occupation of the meeting room;  
personal injury to or death of any person (including any representative of Council) arising out of or in any way connected with the use or occupation of the meeting room;

any breach of the Conditions of Hire or Conditions of Entry to the meeting room;

or in any way relating to the condition of the meeting room; except to the extent that the losses, damages, claims, liens, actions, liabilities or proceedings are the result of any negligent or willful act or omission of Council.

Collection Notice: The personal information collected on this form is for purpose of carrying out the Local Government functions and will not be disclosed to any other party unless authorised or required by law.