



Bonegilla
Migrant
Experience

Function Space application and conditions of hire

Event contact: Please provide details of the person to be communicated with regarding this application and function process.	Title:		
	First name:		Surname:
	Community/business/organisation:		
	Phone:		Mobile:
	Email:		
	Address:		
	Suburb:		State: Postcode:
	Additional contact person:		Contact number:
Proposed event details: Please note function space is not booked until confirmed by Bonegilla Migrant Experience staff, due to availability.	Proposed date:		
	Type of function: (such as reunion/meeting/birthday)		
	Event start time:		Set up time:
	Event end time:		Pack down/clean up time:
	Estimated attendance:		
	Description of proposed function (include things such as sit down meal, tour and meeting):		
Function Space requirements: Please note there are hire costs attached to the use of some facilities, refer to fee schedule.	<input type="checkbox"/> Function Space		
	<input type="checkbox"/> Kitchen facilities		
	<input type="checkbox"/> Lawn area		
	<input type="checkbox"/> Barbecue		
Additional requirements: Please note additional charges apply.	<input type="checkbox"/> Staff (staff for three hours, or part thereof, please see fee schedule)		
	<input type="checkbox"/> Tables		
	<input type="checkbox"/> Chairs		
	<input type="checkbox"/> Please talk to staff about other additional hire requirements, such as bar tables, microphone, projector, screen and technician.		
Special guest requirements:	Will there be any visiting dignitaries?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Do you plan to invite local councillors?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Additional notes:			

Liquor licence:	<p>BYO alcohol or providing attendees alcohol free of charge is allowed at this venue. If you are selling alcohol you must obtain a liquor licence. For assistance please discuss requirements with staff.</p> <p>Is your event permitting alcohol?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, is it:</p> <p><input type="checkbox"/> BYO</p> <p><input type="checkbox"/> Provided free of charge or as part of a free event</p> <p><input type="checkbox"/> Individual purchase price or included in ticket price.</p> <p>Please note: If a liquor licence is required, a copy must be sent to Bonegilla Migrant Experience no less than one week prior to the event. If alcohol is served, you will need to discuss staffing requirements. Refer to fee schedule and quote.</p> <p>Staff or volunteers serving alcohol must hold a current Responsible Service of Alcohol Certificate.</p>	
Public liability insurance:	<p>Events held in the Bonegilla Migrant Experience function space must hold a Certificate of Currency. If you are a private/community group or do not have public liability insurance, an application can be made to include you temporarily on the Bonegilla Migrant Experience insurance.</p> <p>Do you have public liability insurance?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no, insurance can be arranged through Wodonga Council. An application fee of \$32 applies. Please contact Customer Focus at Wodonga Council on (02) 6022 9300 no less than one week prior to the event.</p> <p>Date requested: _____ Insurance received: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
Proposed schedule of function: <i>For example:</i> <i>Time: Action:</i> <i>0930 Set up - self</i> <i>1000 Guests arrive</i> <i>1030 Morning tea served - staff required to serve please</i> <i>1130 Tour</i> <i>1300 Lunch</i> <i>1400 Guests leave</i> <i>1430 Pack down/clean up</i> <i>1500 Pack up complete leave Function Space</i>	Time:	Action:
Photography and media permission:	<p>Wodonga Council often requires photographs/video footage to be taken of residents, community members using the council's services or participating in the council's events for use in publications, on the council's website and/or by the media and affiliate organisations. Please indicate below if you give permission for the council to reproduce photographs/video footage taken of you in its various publications and to the granting of a non-exclusive licence, including use by the media.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
Documentation to submit with application		
	Public liability	Liquor licence

Applicant's declaration and agreement		
I confirm that I have been provided with the document titled Bonegilla Migrant Experience, Terms and Conditions of Use. I have read, understood and agree to abide by them. I understand my requirements of hiring this space for a function and by signing this document, I agree to adhere to all the dates and times.		
Organisation:	Signature:	Date:
Office use only		
Date available <input type="checkbox"/> Yes <input type="checkbox"/> No	Application approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Confirmation letter sent <input type="checkbox"/> Yes <input type="checkbox"/> No
Staff name:	Signature:	Date:
Approved/agree dates and times		
Function date:	Time:	
Additional requirements <input type="checkbox"/> Yes <input type="checkbox"/> No	Additional staff <input type="checkbox"/> Yes <input type="checkbox"/> No	
Attached documents: <input type="checkbox"/> Quote/hirer's agreement <input type="checkbox"/> Deposit invoice <input type="checkbox"/> Public liability application <input type="checkbox"/> Emergency evacuation documents <input type="checkbox"/> Confirmation letter		
Additional notes:		

Please return your completed application form and supporting documentation to the Public Programs Officer, Bonegilla Migrant Experience.

Enquiries: Public Programs Officer, Bonegilla Migrant Experience on (02) 6020 6912

Deliver to: Bonegilla Migrant Experience Public Programs Officer Bonegilla Migrant Experience 82 Bonegilla Rd, Bonegilla VIC 3691	or	Post to: Bonegilla Migrant Experience Public Programs Officer Wodonga Council PO Box 923, Wodonga, VIC 3689	or	Email to: Bonegilla Migrant Experience Public Programs Officer bonegilla@wodonga.vic.gov.au
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Personal and/or health information collected by the council is used for municipal purposes as specified in the Local Government Act 1989. The personal and/or health information will be used solely by the council for these purposes and or directly related purposes. The council may disclose this information to another organisation 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. Request for access and or correction should be made to the council's privacy officer.

Bonegilla Migrant Experience - Terms and Conditions of Use

1. VENUE

Bonegilla Migrant Experience shall:

- 1.1 Provide a venue for family reunions, birthdays, corporate events, meetings and private events;
- 1.2 Provide access to tables and chairs for up to 50 people for indoor and outdoor events. Additional tables and chairs are available at additional hire cost;
- 1.3 Provide persons hiring the space with access to kitchen facilities for service of pre-prepared catering;
- 1.4 Provide emergency evacuation documents relevant to the function space;
- 1.5 Wodonga Council reserves the right to prohibit further use of the function space (before or during the event) with regard to the type of activities being undertaken and behavior of attendees; and,
- 1.6 Permit hire of items by external hire company, however no responsibility will be taken for the care and security of these items.

Bonegilla Migrant Experience shall NOT:

- 1.7 Set-up or pack-up equipment brought into the venue by hirers (unless previously arranged with Public Programs Officer).

The person hiring the Bonegilla Migrant Experience shall:

- 1.8 Return all borrowed fittings and items to their original state and place of storage;
- 1.9 Clean the floor of loose debris and kitchen surfaces, and crockery used during/after function;
- 1.10 Ensure internal capacity of the venue does not exceed 150 people or compromise the safety and comfort of others. If numbers in excess of 150 people are anticipated, please discuss further with the Public Programs Officer;
- 1.11 Inform Bonegilla Migrant Experience staff during the event of any damages to property;
- 1.12 In consultation with Bonegilla Migrant Experience staff, arrange for external contractors to repair damage;
- 1.13 Prior to the event, negotiate alternative hours of opening with Public Programs Officer and staff the venue/site accordingly; and,
- 1.14 Ensure rubbish is placed in bins provided and where full, placed in larger wheeled bins located at the rear of the function space.

2. BOOKINGS

- 2.1 Confirmation of event booking will only occur when Bonegilla Migrant Experience receives:
 - Signed *Function Space application and conditions of hire*;
 - Return of all relevant documents;
 - Hirer has received written confirmation of venue availability; and,
 - A deposit (if requested) has been receipted.

3. OPENING HOURS

Bonegilla Migrant Experience shall:

- 3.1 Negotiate opening hours and entrance requirements with the hirer of the venue. Function space is available during the normal operating hours of the site. The Bonegilla Migrant Experience is open from 10am to 4pm daily, seven days a week. Closed Anzac Day (10am to 1pm), Good Friday and Christmas Day.

4. PAYMENTS

Bonegilla Migrant Experience shall:

- 4.1 Invoice the hirer for:
 - 4.1.1 The balance of the payment for venue hire including staff, additional equipment and tours if applicable to your function;
 - 4.1.2 Any damage caused to the property of the Bonegilla Migrant Experience resulting from installation and hosting of activities;
 - 4.1.3 Excessive cleaning resulting from hosting of activities as per the current fee schedule;
 - 4.1.4 Refund full hiring fees if cancellation is more than four weeks before commencement of the function or event;
 - 4.1.5 A fee of \$32 (including GST) for temporary public liability cover, should hirers not hold a current public liability policy; and,
 - 4.1.6 A non-refundable deposit of \$100 for all bookings, may also be requested.

Bonegilla Migrant Experience shall NOT:

- 4.2 Refund the deposit paid if a booking is cancelled within four weeks of booking date.

The person/s hiring Bonegilla Migrant Experience shall:

- 4.3 Agree to pay a non-refundable deposit upon booking the function space /venue, if requested;
- 4.4 Agree to pay the appropriate charges for services, as listed in the fee schedule;
- 4.5 Agree to pay the balance of costs for venue hire as per the quote/signed hirer's agreement. The balance of the payment for the venue hire is due within 30 days of the completion of the function or event;
- 4.6 In the event that the use of the venue does not proceed - if the cancellation is more than four weeks prior to the scheduled booking the deposit shall be returned; if cancellation is less than four weeks then the deposit shall be forfeited;
- 4.7 Agree to pay the public liability excess of \$250 in the event of a claim against the hirer under the temporary public liability policy cover;
- 4.8 Agree to pay for any damage caused to property of Bonegilla Migrant Experience resulting from installation and hosting of activities; and,
- 4.9 Agree to pay for any excessive cleaning resulting from installation and hosting of activities, as per the current *Fees and charges schedule*.

5. STAFFING

Bonegilla Migrant Experience shall:

- 5.1 Provide staff as agreed in the hirer's agreement, and charge for such as per the Fees and Charges schedule.

The person/s hiring Bonegilla Migrant Experience shall:

- 5.3 Be responsible for staffing and operating all activities as per a ratio agreed with venue staff; and,
- 5.4 Hire and pay for professional security guards for events attracting more than 150 people, for both alcohol AND alcohol-free events. Please check with the Public Programs Officer if this applies to your event.

6. MARKETING

Bonegilla Migrant Experience shall:

- 6.1 Include information within the council's promotional material, where appropriate, and where information is provided on time;
- 6.2 Assist the hirer with marketing their event to local media by providing a media list; and,
- 6.3 Have the discretion to decide when the Bonegilla Migrant Experience logo may be used on promotional materials.

The person/s hiring Bonegilla Migrant Experience shall:

- 6.3 Pay for costs of design, printing and postage of all promotional material including invitations, tickets and posters;
- 6.4 Arrange to pay for advertising of the event beyond that specified in 6.1;
- 6.5 Where appropriate, contact the media for coverage of function or event;
- 6.6 Acknowledge the following in any promotional/advertising material:
Bonegilla Migrant Experience
82 Bonegilla Road, Bonegilla
(02) 6020 6912
bonegilla.org.au
bonegilla@wodonga.vic.gov.au; and,
- 6.7 Ensure the Bonegilla Migrant Experience logo is used according to style guidelines provided by Wodonga Council. All material must be proofed by Team Leader Marketing, prior to printing.

7. LICENCES

Bonegilla Migrant Experience shall:

- 7.1 Provide person/s hiring the venue with Australasian Performing Rights Association (APRA) information and application forms if the event does not fit within APRA guidelines;
- 7.2 Provide person/s hiring the venue with food safety standards information and application forms; and,
- 7.3 In the event that alcohol is served, the person/s hiring the venue will be directed to the Victorian Commission for Gambling and Liquor Regulation.

Bonegilla Migrant Experience shall NOT:

- 7.3 Accept responsibility for actions taken by APRA where the hirer has failed to meet his/her obligations as per the application form; and,
- 7.4 Accept responsibility for incidences arising where the hirer has failed to meet his/her obligations regarding food safety standards in Victoria, or liquor licensing requirements.

The person/s hiring Bonegilla Migrant Experience shall:

- 7.5 Phone the council's Environmental Health team on (02) 6022 9300 to obtain relevant Food Act registration for events where food is sold or deemed to be sold. *PLEASE NOTE: If an admission fee is charged and food is provided as part of that fee, then food is deemed for sale;*
- 7.6 Abide by the National Food Safety Standards when serving food or beverages during an activity at Bonegilla Migrant Experience. For further information, phone the council's Environmental Health team on (02) 6022 9300 or the Food Standards Australia and New Zealand on 1300 652 166, or visit foodstandards.gov.au;
- 7.7 Ensure that permission has been granted from APRA, prior to the event, for public performance of copyright music, whether the performance is live or recorded. A copy must be provided to the Public Programs Officer, Bonegilla Migrant Experience; and,
- 7.8 Ensure that all required licenses, copyright permissions, registrations or rights to perform, are obtained prior to booking, and can provide written evidence of such if required by the venue Public Programs Officer.

8. INSURANCE

Bonegilla Migrant Experience shall:

- 8.1 Maintain public liability insurance for an amount of at least \$20 million and provide evidence of this policy to the hirer if requested.

Bonegilla Migrant Experience shall NOT:

- 8.2 Accept responsibility for loss/damage of exhibited material, equipment or personal items brought into the space. Insurance and security is the responsibility of the persons hiring the venue.

The person/s hiring Bonegilla Migrant Experience shall:

- 8.3 At all times during the hire term, be the holder of a current public liability policy of insurance in respect to the activities specified in the hirer's agreement in the name of the hirer, providing coverage for an amount of at least \$10 million, and provide evidence of this policy. The public liability policy shall be affected with an insurer approved by Wodonga Council (Bonegilla Migrant Experience). The public liability policy shall cover such risks and be subject only to conditions and exclusions that are approved by the council and shall extend to cover the council in respect to claims for personal injury or property damage arising out of the negligence of the hirer;
- 8.4 Be responsible for insurance to cover any loss or damage to the hirer's property brought into the Bonegilla Migrant Experience; and,
- 8.5 *PLEASE NOTE:* Hirers without other public liability insurance shall pay a fee of \$32 (including GST) for temporary public liability insurance as part of hirer's agreement. A summary of the policy will be provided to each hirer. Please see the Public Programs Officer, Bonegilla Migrant Experience.

9. EQUIPMENT

The person/s hiring Bonegilla Migrant Experience shall:

- 9.1 Take responsibility for the safe operation and security of all equipment they bring into the venue including display, lighting and audio equipment;
- 9.2 Must comply with the *Occupational, Health and Safety Act 2004* when working with or around venue equipment; and,
- 9.3 All technical equipment brought onto the site must be test and tagged items.

10. ACTIVITY

The person/s hiring Bonegilla Migrant Experience shall:

- 10.1 Undertake to deliver, install, dismantle and remove all equipment and materials required for functions and events as per the dates/times specified in the hirer's agreement;
- 10.2 Be responsible for the installation and set-up of all equipment (unless otherwise agreed) under the direction of Bonegilla Migrant Experience staff;
- 10.3 No adhesive material is to be used on the walls, floors, ceilings and doors of heritage-listed buildings. Blu-tak may be used on walls of function centre and tape may be used on the floor. If other adhesives are to be used please seek permission by contacting the venue staff;
- 10.4 Ensure that all works to be displayed are of a safe construction and free from fault including frames, stages and stands;
- 10.5 Ensure that all displays and equipment are installed in a manner which does not cause risk to the public or the venue, and abide by any instructions from venue staff concerning manual handling, risk minimisation and public safety in this regard;
- 10.6 *PLEASE NOTE:* The operation of the venue may require the hirers to have capacities in manual handling, as per the *Occupational Health and Safety Act 2004*;
- 10.7 Take due care with the facilities, fittings and equipment;

- 10.8 Provide any specialist equipment required for the event and advise the venue staff of delivery times;
- 10.9 Be responsible for undertaking all activities relating to the purpose of hiring the space and incur all associated costs, for example, arranging entertainment, catering and catering staff and hiring equipment;
- 10.10 PLEASE NOTE: Bonegilla Migrant Experience is a site open to the public. From time-to-time different rooms and the site will be booked for a range of uses (tours, meetings, performances, rehearsals, forums, etc). The hirer must accept that during the period of hire, spaces not booked as per their agreement, may be used by other groups; and,
- 10.11 Agree to indemnify and keep indemnified the council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, arising from the hirer's performance or purported performance of its obligations under the hirer's agreement and be directly related to the negligent acts, errors or omissions of the hirer. The hirer's liability to indemnify the council shall be reduced proportionally to the extent that any act or omission of the council, contributed to the loss or liability.

Please carefully read all the terms and conditions enclosed in this document. By signing here you are agreeing to all the terms and conditions outlined by Bonegilla Migrant Experience management.

Event name: _____

Event date: _____

Please sign here: _____

Please name print here: _____

Date: _____

Witness - please sign here: _____

Please print name here: _____

Date: _____