

Council Venue Hire Information, Guidelines & Form



Please ensure that you have read the Council Venue Hire Information and Guidelines prior to completing the form. Please attach any additional required information such as Public Liability Insurance Certificate, permits, licences etc.

Hire/Use of Council Meeting Rooms and Other Council Owned Venues

The Alexandrina Council has a range of buildings, meeting rooms, facilities and venues throughout the Council area, for hire to Community Groups, local businesses and individuals for a variety of activities, events or meetings. Some venues have limited or no availability on weekends or after hours. Venues will not be hired if Council considers the use inappropriate or contravenes any Council Policies, By-Laws, Legislation or Work Health Safety requirements. All required permits, leases and licences must be in place prior to use.

Council staff and volunteers are not responsible for the set up or pack up of any hired Council venue. The venue must be left in a clean and tidy state as determined by Council staff, or your bond may be forfeited.

Fees, charges and bonds for the hire of Council facilities are reviewed and set each financial year and published in the [Alexandrina Council Fees and Charges](#) document, available on the Council website at www.alexandrina.sa.gov.au.

Council Venues

Alexandrina Centre for Positive Ageing – Meeting Room

Goolwa Council Building - Large Meeting Room, Community Meeting Room with Kitchenette

Goolwa Sport Stadium

Pt Elliot Council Chambers

Pt Elliot Institute

Pt Elliot RSL

Signal Point Gallery

South Coast Regional Arts Centre

Strathalbyn Library/Community Centre

Strathalbyn Town Hall

Goolwa Centenary Hall

All enquiries regarding the hire of Goolwa Centenary Hall can be made through the Centenary Hall Venue Manager, Jenn Cole on 8555 7000 or alex@alexandrina.sa.gov.au.

Council Chambers

The Council Chambers are not generally available for public use and are usually restricted to Council use only.

General Information

A signed and completed Venue Hire Form must be submitted to make a booking request. Payment of hire costs and bond fees must be made at least 14 days prior to the event date. Failure to do so may lead to

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your booking being cancelled without further notification. Cheques or money orders are payable to the Alexandrina Council, PO Box 21, Goolwa SA 5214.

The Bond will be refunded within 14 days after the activity by EFT only (no cash or cheque), providing the room/s/venue are left in a clean and tidy condition. Any breakages, damages or losses will be deducted from the Bond. Your deposit will be refunded to your nominated bank account.

A secure entry (swipe) card or keys may be required for access to a number of Council owned buildings. Card or key collection and return will be arranged following full payment of the venue hire.

After hours security call-outs (if an alarm is activated after hours) – Building security alarms will be set after normal business hours. A \$100 per call-out fee will be charged to your group if an alarm is activated and security call-out is triggered. Please ensure you have full instructions for any alarm system prior to your event.

Venue hire does not include tea, coffee, milk etc.

Consumption of Liquor in Council Premises

Alcohol may be consumed in Council premises in accordance with the [Liquor Licencing Act 1997](#). If alcohol is to be sold or a ticket price charged with alcohol provided or promoted for sale, a Limited Liquor Licence must be obtained. A letter supporting a Limited Liquor Licence can be requested from the Council. Alexandrina Council alcohol [Dry Zones](#) must be considered at all times. More information on Limited Liquor Licences, including application information, can be found at the [SA Government](#) website.

Public Liability Insurance Requirements

Councils Public Liability Insurance only covers ad hoc users and hirers of Council venues, where the hirer would not usually be expected to have Public Liability Insurance. For example:

- individuals who hire a Council facility for a private, one-off function (eg a significant birthday, engagement, christening or wedding)
- a group of people who hire a meeting room as a one-off, to discuss a common interest (does not apply to regularly held meetings eg monthly or quarterly)
- any Committee of Council (Section 41 Committees)
- meetings that are arranged by and are attended by Council Staff or Elected Members.

All other groups and organisations must provide a copy of their Public Liability Insurance Certificate to the Council with the Venue Hire Form. These groups could include (but not limited to):

- all regular non-Council hirers, including those organisations whose hire costs have been donated by Council, such as not-for-profit, commercial and charitable groups
- any business, stallholder or individual hiring facilities for financial gain or potential future financial gain (including those groups that have been partially funded through the Councils Grants and Donations Program)
- incorporated groups, or un-incorporated groups who operate their business/activity in Council premises on a regular basis
- hirers of Council facilities for events, displays, activities, school holiday programs or other similar community programs.

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- Groups whose venue hire fees have been waived as part of the Community Donation program or 'in-kind' fees that are part of a Community Grants funding arrangement are still required to hold their own public liability insurance
- Activities held by groups that have been contracted by Council (eg event management companies, school holiday program organisers, lessees, licence or permit holders, stall holders etc,) must still hold their own Public Liability insurance as the Council cannot (under Local Government Insurance rules) cover groups or individuals outside the membership base (ie non Local Government entities).

For further information please contact Alexandrina Council Customer Services on 8555 7000 or email at alex@alexandrina.sa.gov.au.

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Applicant details

Name:

Organisation:

Postal address:
 Postcode:

Phone: Mobile:

Email address:

Venue name:

Date required:

Time required:

No. of attendees:

Type of function:

Costs

Venue hire cost: \$

Add additional venue costs (eg cleaning, Sunday hire) \$

(See [Alexandrina Council Fees and Charges](#)): \$

\$

Venue hire bond: \$

Proximity card bond (if required): \$

Total \$

Public Liability Insurance details (attach copy):

I acknowledge and confirm that I have read and understand the Council Venue Hire Guidelines and agree to comply with all conditions. I am 18 years old or over (proof may be requested).

Signature: Date:

Payment

All fees, charges and bonds for the hire of Council venues and facilities are set by Council each financial year. The [Alexandrina Council Fees and Charges](#) document is available on the Council website at www.alexandrina.sa.gov.au.

A variety of facilities, including kitchens are available at most locations.

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Full payment is required to confirm your booking. If payment is not received 14 days prior to the event date, your booking may be cancelled without further notification. If payment is to be made using credit card, please either phone (08) 8555 7000 or come to the Alexandrina Council's customer service desk to make payment.

Bond Refund

Refund of bonds will only be made using Electronic Funds Transfer (EFT) to this nominated account:

BSB: Account number:

Account name: