

Venue Hire

Information, Guidelines and Application Form



The Alexandrina Council has a range of venues available for hire. These include halls, meeting rooms and parks.

Council Venues

Council Building, Goolwa

- Large Meeting Room
- Community Meeting Room with kitchenette

Port Elliot Council Chambers

Port Elliot RSL Building

Soldiers Memorial Gardens, Strathalbyn

Strathalbyn Council Building

- Angas Meeting Room
- Bremer Meeting Room
- Finnis Meeting Room
- Community Centre and kitchenette

For enquiries and bookings of Council Venues contact Council's Customer Liaison – Bookings telephone 08 8555 7000 or email alex@alexandrina.sa.gov.au

Other Council Venues

Centenary Hall, Goolwa

Goolwa Sports Stadium

South Coast Regional Arts Centre, Goolwa

Strathalbyn Town Hall

For other Council Venue hire enquires and bookings telephone 08 8555 7000 or email alex@alexandrina.sa.gov.au

General Information

To hire a Council Venue complete, sign and return this Venue Hire Application Form to alex@alexandrina.sa.gov.au.

To secure the Venue hire booking, payment of Venue Hire fee and bond must be received by Council no later than 14 days prior to the hire date.

Venue Hire must comply with relevant Council Policies, By-Laws, Legislation and Work Health Safety requirements. A Venue Hire application may be refused where Council considers the use inappropriate or contravenes the requirements of the Venue Hire.

A secure entry card or keys are required to access a number of Council owned venues. Card or key collection and return will be arranged following full payment of the venue hire.

Where a Venue security alarm is activated after hours, a call out fee will be incurred and be payable by the hirer. Venue security alarms are set after standard business hours. It is important that the hirer understands the instructions for the alarm system prior to the Venue Hire use.

The hirer must be aged 18 years old or over.

The hirer is responsible for the set up and pack up of the hired Venue.

The hirer is to ensure the Venue is left clean and tidy at the end of the hire period. Any additional cleaning costs required will be deducted from the hire bond.

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

The hirer is responsible for all compulsory permits, leases and licences and these must be in place prior to use.

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, 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 application can be requested from the Council. Alexandrina Council alcohol [Dry Areas](#) must be considered at all times.

More information on Limited Liquor Licences, including the licence application is available from Consumer and Business Services South Australia at www.cbs.sa.gov.au

Public Liability Insurance Requirements

Council's Public Liability Insurance covers ad-hoc hirers of Council venues where the hirer would not usually be expected to have Public Liability Insurance. For example

- Individuals who hire a Council venue for a private, one-off function (e.g. a 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 e.g. monthly or quarterly)
- Any Committee of Council
- Meetings that are arranged by and are attended by Council Staff or Elected Members.

All other hirers must provide a copy of their Public Liability Insurance Certificate when submitting the Venue Hire Form. For example

- All regular non-Council hirers, including those whose hire costs that have been sponsored by Council
- Any business, stallholder or individual hiring a venue for financial gain or potential future financial gain
- Incorporated groups, or un-incorporated groups who operate their activity in Council venues on a regular basis
- Hirers of Council venues for events, displays, activities, school holiday programs or other similar community programs
- Hirers whose venue hire fees sponsored by Council as part of the Community Donation program or Community Grants Funding are required to hold their own public liability insurance
- Activities conducted by Council contractors.

Fees

Venue Hire fees, charges and bonds are set by Council each financial year pursuant to Section 188 of the Local Government Act, 1999, and published in the [Alexandrina Council Fees and Charges](#) document, available on the Council website.

Bond

Providing the Venue is left in a clean and tidy condition the hire bond will be refunded via Electronic Funds Transfer (EFT) 14 days after the hire period ends. The refund will be credited to the nominated bank account provided on the application form. Any breakage, damage or losses will be deducted from the Bond.

Hire Conditions

All persons, equipment and activities associated with the venue hire shall remain wholly within the defined area at all times.

The hirers must not adversely affect or disturb the peace, comfort or convenience of users of any public place. Council reserves the right to engage the services of South Australia Police where any activity is deemed to be unlawful and/or in breach of the peace beyond Council jurisdiction, irrespective of whether or not Council has accepted the Venue hire for the activity.

The hirer agrees to indemnify and to keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the granting of and the establishment and operation of the hire.

The Venue Hire is not transferable. The hirer may not assign or otherwise transfer to any other party the hire without first obtaining the consent of the Council in writing.

The Venue hire booking, bond and essential supporting documents must be received by Council no later than 14 days prior to the hire date.

Hire Details

Venue		
Date/s of hire		
Hire times		
Activity name and description		
Number of Attendees		

Applicant Details

Name		
Organisation		
Postal Address		
Email		
Telephone		

Hire Costs

Venue hire fee	
Additional fees	
Bond	
Total costs payable	

Applicant Declaration

I understand that this Venue Hire Application is not consent to undertake the activity until the hire is accepted by Alexandrina Council.

I agree to ensure the Venue is left clean and tidy at the end of the hire period.

I agree to indemnify Alexandrina Council for all claims for damages or injury that may be a result of the Venue Hire during the course of the activity detailed within the application.

I acknowledge and confirm that I have read and understand the Council Venue Hire Guidelines and Conditions and agree to comply with all conditions.

Hirer name/signature		
Date		



Bond Refund

Refund of Bond will be made via EFT to the nominated account.

BSB	
Account Number	
Account Name	