

# PLAYFORD CIVIC CENTRE

## APPLICATION TO HIRE

Playford Civic Centre  
10 Playford Boulevard  
ELIZABETH, SA, 5112  
PH: 8256 0500  
E: theatre@playford.sa.gov.au



### 1. Contact Details

<input type="checkbox"/> Organisation		<input type="checkbox"/> Individual	
Name:		First Name	
Contact Person:		Last Name	
Postal Address:		Postal Address:	
Suburb:	Postcode:	Suburb:	Postcode:
Phone:		Mobile:	
Email:		Website:	

### 2. Event Details

Date of Event:		
Title of Event:		
Event Type:		
<input type="checkbox"/> Meeting	<input type="checkbox"/> Workshop	<input type="checkbox"/> Conference
<input type="checkbox"/> Wedding Reception	<input type="checkbox"/> Engagement	<input type="checkbox"/> Social Gathering
<input type="checkbox"/> Dinner / Dance	<input type="checkbox"/> Expo	<input type="checkbox"/> Other*
* If other, please provide event type:		
Are your planned activities open to the general public? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you or your organisation charge an entrance fee? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you or your organisation in receipt of external funding? ( eg grants / sponsorship) <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes please supply details:		

### 3. Venue Required

<input type="checkbox"/> Function Centre Combined	<input type="checkbox"/> Function Centre 1	<input type="checkbox"/> Function Centre 2
<input type="checkbox"/> Meeting Room Combined	<input type="checkbox"/> Meeting Room 1	<input type="checkbox"/> Meeting Room 2
<input type="checkbox"/> Great Hall		

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### 4. Booking Date

From:	To:
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### 5. Required Date/s and Time/s

*Note: Set-up and pack-down are the responsibility of the hirers and must be completed within your listed time frames. Access to the building outside the times you have booked is not permitted.*

Date	Set up Start Time	Set Up Finish Time	Event Start Time	Event Finish Time	Venue Departure Time

If more dates are required than space available, please attach another sheet.  
 Another sheet with more dates attached    Yes    No

### 6. Regular Bookings (complete if you are intending to hire on a regular basis)

Is your group currently incorporated under the Association of Incorporation Act?    Yes    No  
 If yes, provide your Association Number and proof of your Incorporation (if not for profit):

Do you have an Australian Business Number (ABN):

Do you have public liability insurance?    Yes    No  
 If yes please provide a copy with your application

How regularly does your group meet?

<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly
<input type="checkbox"/> Bi Monthly	<input type="checkbox"/> Other (please state)	

Do you require use of the facility during:    School holidays    Public holidays

What age range does your group cater for?

<input type="checkbox"/> Children	<input type="checkbox"/> Teens	<input type="checkbox"/> Adults	<input type="checkbox"/> Seniors	<input type="checkbox"/> All Ages
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### 7. Attendance

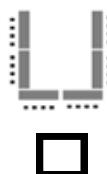
How many people are likely to attend the event?

### 8. Room Setup

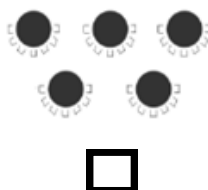
Theatre



U Shape



Cabaret



Classroom



Boardroom



Note: Round tables seat a maximum of 10 guests and can be open-rounds or full-rounds.

### 9. Venue Requirements

Hirer providing own equipment must supply:

- Laptop
- Cabling (HDMI / VGA cable)
- Extension Lead

Hirer's own laptop and cabling to be provided

\*If yes, please provide information where placement of equipment will be set up in 11. *Additional Requirements*.

Yes  No

#### EQUIPMENT FOR HIRE

Laptop (with cabling and extension lead)	\$100	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Projector and screen	\$200	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Whiteboard	No charge	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Lectern with wired Microphone	\$50	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Stage per Deck (1.8 x 2.4 m x 600 mm High)	\$50	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Drapes at back of stage	POA	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Venue sound system (Please provide requirements in 11. <i>Additional Requirements</i> )	No charge	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Additional Wireless Microphones	\$50 each / day	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Number of Wireless Microphones required  (We currently have 4 hand held microphones. Please check for availability.)		One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/>	

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### 10. Technical Support

Do you require technical support (audio-visual, sound, lighting)		
- During event set-up	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- Throughout event	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### 11. Additional requirements

Please use this space to provide any additional requirements or notes relating to your booking?


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## TERMS AND CONDITIONS

### 1. General

- 1.1 The Playford Civic Centre is a multipurpose venue located at 10 Playford Boulevard, Elizabeth.
- 1.2 The Function Centre and Meeting Rooms (hereinafter called the "Playford Civic Centre") are available for the presentation of meetings, conventions, displays, social gatherings and theatre performances.
- 1.3 These Terms and Conditions of Hire represent the requirements of the City of Playford (hereinafter called the 'Council') at the time the booking is made.
- 1.4 Any reference to the Playford Civic Centre or any venue therein by a Hirer in any published matter, either written or electronic, shall refer to the Playford Civic Centre by its full title.
- 1.5 The Council reserves the right to refuse any booking without the necessity to give reasons for such refusal to the Hirer.
- 1.6 The Council must be informed of the purpose for which any event area is to be used at the time any booking is made.
- 1.7 The terms and conditions and hire fees and charges contained herein may vary from time to time but any such variation shall not negate this agreement and the Council shall not be under any obligation to explain the reasons for any such changes.
- 1.8 Receipt by the Council of the signed Acceptance Agreement confirms acceptance of these terms and conditions.
- 1.9 Hirers must conduct and manage the event/performance in a proper, orderly and lawful manner and must not permit any act, matter or thing which may injure the reputation of the Playford Civic Centre, or the Council.
- 1.10 The Council reserve the right to halt or cease an event if an incident occurs or it is deemed unsafe to continue.
- 1.11 The Council reserves the right to remove a person/s without liability if behaviour is not considered appropriate.

### 2. Tentative Bookings

- 2.1 A hire agreement can only be entered into by a person over the age of 18 years and is not transferable.
- 2.2 The Council may disregard any booking that is not confirmed within the terms of this agreement and reserves the right to re-let unconfirmed bookings.

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### 3. Confirmed Bookings/Deposit

- 3.1 An 'Application for Hire' must be completed before the booking can be assessed for its suitability for the Playford Civic Centre.
- 3.2 Once confirmation of a one off event booking has been received and confirmed, to secure the booking a deposit of 50% of the total hire cost must be received by the Council within fourteen (14) days of the date the hire agreement was issued.
- 3.3 Regular hirers will be issued with a monthly account.
- 3.4 An invoice for the room hire balance will be due for payment seven (7) business days prior to the event date.
- 3.5 An invoice will be sent for any additional fees incurred after the event for payment within fourteen (14) days.

### 4. Bond/Damages

- 4.1 A bond of \$500 is required to make good any damage that may be caused to furnishings, equipment or building or to cover cleaning or security call out expenses should this be necessary.
- 4.2 The bond will be refunded within five (5) working days after the function/event. A complete inspection of the facility will be undertaken to ensure there has been no damage or cleaning/security costs incurred.
- 4.3 Hirers should respect the property of the Playford Civic Centre. Furniture or equipment must not be taken outside of the building without the prior permission of the Council.
- 4.4 During office hours, all damage, breakages and losses must be reported to centre staff on 8256 0500 as soon as possible. If they occur outside of office hours and they affect the security of the centre and its patrons, the hirer must contact the after-hours emergency contact number ph. 8256 0333.
- 4.5 The hirer must immediately reimburse the Council for any breakages of furniture, fittings or equipment at a cost determined by the Council.
- 4.6 For venue hirers, if the cost of the damage is equal to or less than the bond, the amount will be subtracted from the bond. If it is more than the bond, the bond will be withheld and further costs paid by the hirer.
- 4.7 The Council accepts no responsibility for loss or damage to the hirer's goods or equipment.
- 4.8 If your booking has been deemed 'High Risk' the additional "**Information for high risk bookings form**" will apply to your event.

### 5. Cancellation of a Booking

- 5.1 In the event that the hirer cancels a booking after it has been confirmed, written notification is required at least two weeks prior to the date of booking and a cancellation fee may apply.
- 5.2 Except at the discretion of the Council, a hirer wishing to transfer a confirmed booking to an alternate date remains liable for cancellation fees.

### 6. Security/emergency procedure

- 6.1 The Council's after hours emergency enquiries contact number is 8256 0333.
- 6.2 Hirers must be aware of fire exits and emergency evacuation procedures prior to commencement of their function and must inform their guests/audience/participants of these procedures. Please also observe the locations of, and the instructions on, extinguishers and fire blankets prior to any function. Exit doors must be kept clear and remain unlocked at all times throughout the function/event.
- 6.3 All functions are required to hire security guards (1 per 100 people) for any function after 7pm or as determined by Council.
- 6.4 It is the responsibility of the Hirer to provide First Aid Kits.

### 7. Food and Beverages

- 7.1 No outside catering is to be brought into the Playford Civic Centre, nor is any food or beverage allowed to be taken from the premises.
- 7.2 The only exception is a celebration cake where a \$200 cake cutting fee is applicable. All celebration cakes must be assembled by the hirer or a designated person on their behalf and if the cake is required to be cut, the can only be done by staff of the Playford Civic Centre.
- 7.3 No BYO drinks are allowed.
- 7.3 Final numbers and special dietary requirements must be provided no less than 5 days prior to the function.

### 8. Liquor Licensing

- 8.1 The Function Centre/Great Hall/Shedley Cafe are licenced venues. All Alcohol must be purchased from the in-house Liquor services.
- 8.3 It is the hirer's responsibility to ensure that alcoholic beverages are not served to guests under the age of eighteen (18) years, or to guests in a state of intoxication. The right to discontinue the liquor service is reserved by the Council.

### 9. Smoking

- 9.1 In the interest of public health, and in line with Government Regulations, The Playford Civic Centre is a smoke free venue.
- 9.2 Outdoor smoking is permitted only in the designated area that provides butt bins.

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### 10. Performance Sound Levels

- 10.1** Council reserves the right to control sound levels at your event. As this is a multi-use venue, sound levels cannot be guaranteed and no liability will be accepted. Consideration should be given to other hirers. Please advise your guests accordingly.
- 10.2** Hirers must respect the rights of nearby residents at all times. This includes, but is not limited to:
  - not using or doing anything that is noisy, offensive or dangerous so as to cause a disturbance
  - not doing anything that causes annoyance, nuisance, or damage to any occupier or owner of nearby property
  - not doing anything that may become an offence against any Act of Law
- 10.3** Hirers should ensure that guests leave the premises promptly and with a minimum of noise.
- 10.4** Failure to comply may, at the minimum, result in a reduction of bond payment or recovery in full of costs incurred if a complaint is made.
- 10.5** Any attendance by SA Police may result in the bond being forfeited and may result in any further bookings being cancelled.

### 11. Parking

- 11.1** Parking is only allowed in designated areas.
- 11.2** Emergency exits must not be blocked by any vehicle.

### 12. Operating Procedures

- 12.1** Hirers holding functions in the Function Centre and Meeting Rooms will be required to complete a checklist on the day and prior to the event with a member of Playford Civic Centre staff. Checklist will be reviewed at the conclusion of event.
- 12.2** Hirers holding functions from Monday through to Thursday must ensure that all guests leave the premises by 11pm, hirers must vacate by 12am, allowing time for cleaning.
- 12.3** Hirers holding functions Friday through to Sunday must ensure that all guests leave the premises by 12am, hirers will vacate by 1am, allowing time for cleaning.
- 12.4** If hiring equipment, hirers must liaise with Centre staff for authorisation regarding compatibility of equipment, delivery and collection times.
- 12.5** Children must be supervised at all times.
- 12.6** All personal belongings and equipment must be removed from the hired area. Equipment from a function may be stored or left on the premises only by prior arrangement with Council.



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### 13. Publicity and Banners

- 13.1 There are limited areas available for posters and the positioning of these must be approved by the Council. All displays must be removed immediately after the event.
- 13.2 Freestanding banners are permitted in the venue, but positioning must be approved by centre staff prior to your event.

### 14. Prohibitions

- 14.1 Confetti, glitter, tape, blu-tack or adhesive is not permitted to be used in any venue.
- 14.2 Special effects: users should be aware that there are fire detection devices installed throughout the Playford Civic Centre, therefore the use of smoke and dry ice machines is allowed only after obtaining permission from Council. Laser lights and other special effects are also permitted, but only within the interior of the Playford Civic Centre and in consultation and agreement with the Playford Council.
- 14.3 Except with the prior written approval from Council, the use of candles is prohibited in the Playford Civic Centre.
- 14.4 Flammable liquids or other dangerous substances must not be brought onto or stored on the premises.
- 14.5 Gun powder or fireworks used for special effects are prohibited in all areas of the Playford Civic Centre at all times.

### 15. Storage

- 15.1 The Playford Civic Centre does not provide storage facilities other than event spaces booked by the hirer during the agreed event times.
- 15.2 It is the hirer's responsibility to remove all goods on conclusion of the event. Any goods left and not collected the next business day will be discarded.

### 16. Art Exhibition Program

- 16.1 The Great Hall may be used from time to time for the display of art works. Artwork will not be removed for any event except at the discretion of Council.
- 16.2 All artwork for display must be approved by Council.

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### 17. Cleaning

- 17.1 Limited cleaning products may be provided by the Playford Civic Centre.
- 17.2 A cleaning surcharge will be incurred for any function if the facility has not been left in a satisfactory condition.
- 17.3 Decorations must not be attached to any surface - no blue tack, staples, pins or adhesive tape may be used.
- 17.5 If the premises are left in an unsatisfactory state, Council will organise a cleaning contractor and the cost will be passed onto the hirer through retainment of the bond.
- 17.6 The hired area (including immediate outside area) must be cleaned and tidied before vacating the building, with all furniture stacked or restored to its original position unless otherwise indicated.
- 17.7 All rubbish must be placed in plastic garbage bags then deposited in the bins provided. It is the hirer's responsibility to remove all excess rubbish that does not fit in the bins.
- 17.8 Any rubbish left by a group will result in a reduction of the bond returned.

### 18. Electrical and Mechanical Equipment

- 18.1 Hirers wanting to provide any additional sound, lighting or other electrical devices and mechanical equipment, over and above existing venue equipment must submit a complete list of such equipment for approval by the Council prior to your event.
- 18.2 All equipment brought onto the premises must be electrically tagged and tested according to Council's requirements. The Hirer will be asked to remove any equipment that is not tagged and tested.

### 19. Insurance

- 19.1 One off hirers (eg weddings, Social Gatherings) will be covered by the Council's General Public and Products Liability Insurance Policy. This does not apply to one off events held by businesses or organisations who would be expected to be covered by their own Public and Products Liability Insurance Policy.
- 19.2 Regular hirers must have Public Liability Insurance to the value of twenty million dollars (\$20 million) Australia-wide in place prior to the hiring date. A copy of the Certificate of Currency must be provided with the signed Hire Agreement.  
**Please note: in order for the insurance to be valid, the policy name and hirer's name must be the same.**
- 19.3 Hirers without Public Liability must contact centre staff.

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### 20. Indemnity to the Council

**20.1** The permit holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of, or in relation to, the issuing of the permit.

### Acceptance Agreement

I have read and accepted the Terms and Conditions of Hire

Event title:

Event date:

Hirer's name:

Hirer's signature:

Application date:

### Office Use Only

Approved by (name):

Approved by (signature):

Approval date:

Hirer notified (time/date/by whom):

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