

Venue Hire Enquiry

We invite you to host your event, activity or function with us and contribute to the diverse culture and creativity of our City.

The first step to gaining approval to host your activity at one of the Council's Community Facilities is to tell us about your activity by completing the *Application for Venue Hire Form* below.

Please read the Council Venues Terms and Conditions and Venue Fees and Charges before completing this enquiry form.

When we receive your application, we will:

- Review and assess your proposed activities against our *Terms and Conditions*
- Inform you of any additional information that may be required.
- Confirm if your requested date and time is available and if the venue is suitable.
- For successful applications we will then confirm your booking, arrange key collection and payment of the hire fee and charges.

Please have the following information ready before completing the form below.

- Proposed booking date(s) and time(s)
- If requesting more than 10 bookings in a calendar year, please complete the *Schedule of Bookings* form
- Activity name and brief description
- ABN (if applicable)
- Public Liability Insurance (if applicable)
- Any other documents you would like to include with your application that you consider relevant.

City of Norwood Payneham & St Peters
175 The Parade, Norwood SA 5067

Telephone 8366 4555
Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au
Socials  /cityofnpsp  @cityofnpsp



City of
Norwood
Payneham
& St Peters

Hirer Contact Details

First Name

Surname

Organisation/ business/ community group name *(if hiring on behalf of an organisation/ business/ community group)*

ABN *(if applicable)*

Public Liability Insurance *(if applicable)*

- Insurer Name:
- Amount:
- Expiry Date:

Address

Email

Phone

Venue Request

Venue information is available here:

https://www.npsp.sa.gov.au/our_services/venues_and_facilities/venues_for_hire

Please select your preferred venue & room

Payneham Library and Community Facilities

- Payneham Hall (capacity 150 table seating or 180 lecture seating)
- Torrens Room (capacity 30 table seating)
- Trinity Room (capacity 30 table seating)

St Peters Town Hall Complex

- Banquet Hall (capacity 80 table seating or 100 lecture seating)

St Peters Youth Centre

- St Peters Youth Centre (capacity 50 table seated or 80 lecture seating)
- St Peters Youth Centre + Linde Reserve (additional permit and fees may apply)

Payneham Community Centre (not available for private functions)

- Main Hall (capacity 50 table seating or 70 lecture seating)
- Small Hall (capacity 30 table seating or 50 lecture seating)
- Room 1 (capacity 20 table seating)
- Room 2 (capacity 20 table seating)
- Meeting Room (capacity 8 table seating)

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| About Your Activity |
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Name of Activity:

Type of Activity*

- Community Group / Activity or Event
- Community Service
- Health & Wellbeing Class or Program
- Community Education Class
- Art & Craft Class or Program
- School Program / Activity
- Rehearsal (dance or theatre only)
- Corporate or Accredited Training
- Birthday Party
- Wedding Reception, Anniversary, Engagement Party or Baby Shower
- Small Function
- Meeting / Seminar
- Conference / Expo event
- Fundraising Event / Quiz Night
- Market
- Other

Please specify

*Buck's Night and Hen's Night, 16th, 18th or 21st Birthday parties and similar functions are not permitted at any of the Council's Venues for Hire.

Please provide a brief description of your activity (*max 500 words*):



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| Hire Date(s) and Time(s) |
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Please select if the Application is for a Casual or Regular hire

Casual Hire (once off booking or less than 10 bookings in a calendar year)

| Day(s) | Date(s) | Activity Start Time | Activity End Time | Venue Access Times | |
|--------|---------|---------------------|-------------------|--------------------|-----------|
| | | | | Entry Time | Exit Time |
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Regular Hire (10 or more weekly, fortnightly, monthly or other cyclical hire of the same Venue in a calendar year).

Please note:

- The Council will consider your request based on local need and demand for your proposed activity.
- Approved new regular hire bookings will initially be scheduled for no more than a three (3) month hire period. Following the three (3) month period, if the activity is a suitable fit for the venue and compliments the program of activities across the Council facilities, the hire period, at the Council's discretion, may be extended within the same calendar year.
- At the end of each calendar year, the Council reviews regular hire arrangements. Regular hirers must apply to the Council for continued use each calendar year to ensure equity of access for all.
- The Council may require the use of the Venue during School Holidays to deliver School Holiday Programs.

Date you would like to commence the hire:

Date you would like to conclude the hire:
(Hire period must start and finish within the same calendar year)

How frequently do you wish to hire?

- Weekly
- Fortnightly
- Monthly



- Bi-monthly
- Other, Please specify:

Please complete the attached Schedule of Bookings and return this document with your completed a

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| Additional Information |
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Please answer the below questions to ensure we have the information we need to assess your hire request.

How many people are you expecting?

Staff / volunteers:

Participants / Guests:

Total estimated People attending:

Target Audience:

- Open to all members of the community to attend
- Private function, meeting participants or invitation only
- Age Range, please specify:
- Community Group or Club Members Only
- Community Service or Participants Only
- Other, please specify:

Is there an entry/participation/ticket fee?

- Yes
If yes, how much per person: \$
- No

Please select one of the following hire categories

- Standard
Requesting the venue hire for a:
 - Business or sole trader located outside of the City of Norwood, Payneham & St Peters, or
 - Private function and the applicant's residential address is outside of the City of Norwood, Payneham & St Peters, or
 - State Government Department.
- 20% subsidy
Requesting the venue hire for a:
 - Business or sole trader located within the City of Norwood, Payneham & St Peters, or
 - Private function and the applicant is a resident of the City of Norwood, Payneham & St Peters.
- 50% subsidy



Requesting the venue hire for a:

- Not for profit organisation, School or Club.

- 80% Subsidy

Requesting the venue hire for a:

- Community activity run by a community group or individual not affiliated with a Business, Organisation or Club and not for commercial gain.

Do you have Public Liability Insurance to a minimum value of \$20 Million cover?

- Yes
 No

Will alcohol be consumed or served?

- Yes – Provide start and end times alcohol will be served :
If yes, will alcohol be:
- Supplied
 - BYO
 - Sold
- No

Will you have third party contractors providing food, entertainment or services?

- Yes
 No

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| Conditions and Acknowledgement |
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- I certify that the above information is true and correct. I understand if the information declared on this form is not true and correct, the City of Norwood, Payneham & St Peters may refuse my application.
- I agree to abide by the Council's adopted *fees and charges* schedule.
- I have read and accepted the *Terms and Conditions* of hire and I agree to abide by these.
- I acknowledge that this is an application only and a booking is not confirmed until acceptance is received from the Community Facilities Officer.

Applicants Signature:

Date:

Print Name:

Office Use Only

Application approved: Yes / No

Objective Reference(s):

| | RC | Amount | Date | Rec # | Number | Cat | ID |
|-----------------------|---|---------------|-------------|--------------|---------------|------------|-----------|
| Hire Fees | PCC 484 SPYC 460 PL&CF 133 SPTHC 140 | | | | | | |
| Bond | PCC 485 SPYC 461 PL&CF 134 SPTHC 141 | | | | | | |
| Security Guard | 101 (enter full RC code) | | | | | | |
| Totals | | | | | | | |