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Signed by Director Corporate Services

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**Procedure documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Loddon Shire Intranet to ensure that the version you are using is up to date.**

**This document is available in alternative formats (e.g. larger font) if requested.**

## 1 PURPOSE

The purpose of this procedure is to assist community groups how to complete and return casual hire forms to Loddon Shire.

## 2 SCOPE

All community groups that administer manage and control a facility owned by Loddon Shire that is hired to other parties.

## 3 PROCEDURE

Council is able to provide public liability insurance to casual users of Council buildings administered, managed and controlled by committees of management, ONLY where casual hire forms and appropriate fees have been paid.

### 3.1 Casual hire forms

Council has a standard form that is in triplicate form, bound in a book, numbered for record keeping purposes.

The booking agent / secretary of the committee of management requests a casual hire book and it is signed out in a register kept at Council. When the book is full it needs to be returned to Council to archive and a new one will be issued.

#### 3.1.1 Making a booking and recording the information

All committees will have their own process for recording bookings. All forms / payments are to be returned to Council for insurance purposes in a timely manner. The following steps provide a guide for committees in establishing their own procedures.

- Booking and payment is accepted by the committee.
- Casual hire form completed by committee and person hiring the facility before the function.
- Add an estimated number of people attending to the form (or add it later).
- A certificate of currency is provided for the hirer to be checked and copied for the Council records.
- A casual hire fee is collected / added to the cost of the hire when the hirer does not have public liability insurance (this fee is updated annually so please check Council website or contact Council for the current rate).
- Invoices for the hire can be issued by the committee.
- The white copy of the casual hire form is given to the hirer with conditions of hire on the reverse of the page
- The pink copy is sent to Council with any insurance payment (these can be sent in once a month or six monthly when the Usage of Public Halls/Facilities form is sent in with any payments.
- The blue copy is retained in the book to be returned to Council when the book is completed.
- Completed 'Casual Hire Agreement Form', payment and 'Usage of Public Halls and Facilities' form need to be forwarded to Council in a timely manner for insurance purposes.

It is recommended that all bookings are recorded in the casual hire book for easier record keeping.

## 4 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
Casual hirer coverage	The Liability Insurance Policy cover is restricted to hirers who can be described as non-commercial, not incorporated, not for profit and irregular users of Council facilities. Examples of casual hire include weddings, family gathering and other non-commercial


## 5 REVIEW

The Manager Organisational Development will review this procedure for any necessary amendments no later than 1 year after adoption of this current version.

## 6 ATTACHMENTS

Examples of the casual hire form

## Example of Casual Hire Agreement Form front view



**LODDON**  
SHIRE

**CASUAL HIRE AGREEMENT FORM**  
**(Hirers of Council Owned or Controlled Facilities)**

**42673**

This agreement is between Loddon Shire Council ("Council") and:

Name: \_\_\_\_\_ of \_\_\_\_\_ (the "Hirer")

Over the premises located at \_\_\_\_\_ (the "Property")

Dates of Hiring: \_\_\_\_\_ to \_\_\_\_\_

Times of Hiring: \_\_\_\_\_ to \_\_\_\_\_

Public Liability (casual charge)      \*\*\$ \_\_\_\_\_

Other Charges:                                \$ \_\_\_\_\_

Total Cost of Hire:                                \$ \_\_\_\_\_

\*\* Only payable if Hirer does not have their own Public Liability Insurance

**Does Hirer have their own Public Liability Cover      YES/NO**

**IF YES** – Copy of Certificate of Currency to be attached.

**IF NO** – Premium for Hirers of Council Owned and Controlled Facilities Insurance to be paid prior to hiring

**Conditions of Hire: (See Over)**

**Special Conditions of Hire (if required to be stated on bottom of this form)**

**SIGNED on behalf of the Loddon Shire Council:**

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ / /

Position: \_\_\_\_\_

Committee: \_\_\_\_\_

**SIGNED on behalf of the Hirer:**

***I hereby agree to abide by the general terms and any special conditions of this Hire Agreement.***

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ / /

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

**Public Liability Insurance charge only to be forwarded to Council.**

Insurance charge received by Council and received: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

**Special Conditions of Hire (if required):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_


## Example of Casual Hire Agreement Form back view

### CONDITIONS OF HIRE OF COUNCIL OWNED OR CONTROLLED PREMISES

#### Conditions of Hire

1. The hire fee must be paid at least 5 days in advance.
2. In exchange for payment (if required) you will be allowed to use the property floor space, toilets, kitchen and normal property furnishings during the period when the hire agreement applies.
3. You must keep the property clean and tidy, and in good repair and condition and leave it that way at the end of each time of hiring.
4. You must cover and reimburse Council for any losses or damage incurred as a result of using the facility, including any claim made against Council by you, anyone connected with you, or anyone who attends the property as a result of your use of it.
5. You must not allow anything to be done, which might be a nuisance to, or damage the property of the Council or the owners or occupiers of any other property in the neighbourhood, or which might adversely affect the insurance of the property.
6. When you leave the property all rubbish must be appropriately disposed of and everything used must be cleaned and returned to its original place of storage.
7. Council may designate a particular part of the property, which is the only part you are entitled to use throughout the term of the hire arrangement.
8. Either party may cancel this Hire Agreement by giving 48 hours written notice. Council will return funds paid for hire of the facility if within this timeframe.
9. Council will be able to cover your activity for public liability insurance if a casual hirer charge is paid prior to the commencement of the hire arrangement. If you or your Club/Organisation already has public liability insurance Council requires a "Certificate of Currency" from your Insurance Company before use of the property is allowed.
10. This hire agreement under no circumstances is to be considered as a lease or any other act and that this Hire Agreement confers no statutory rights of security of tenure conferred by relevant legislation.
11. The hirer shall bear the excess as provided under the Council's Community Liability Pack Policy for Hirers of Council Owned and Controlled Facilities.

## Example of Usage of Public Halls/Facilities half yearly report



### USAGE OF PUBLIC HALLS / FACILITIES

**Name of facility:**

**Half-yearly report**— please indicate which half these statistics relate to by ticking the box

Reporting Year:	<input type="checkbox"/> January to June	<input type="checkbox"/> July to December
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**Usage Details**

Date of Event	Hire	Event Type	Number of Attendees	Insurance	
				Please tick which type of insurance the hirer has	
				Own insurance certificate	LSC Casual hirers Insurance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Information supplied by: → Name..... Position.....

*An estimate is required to assist with insurance and facility usage. Event type may include (but is not limited to) award presentations, auctions, cabarets, community fundraising events, concerts, craft days, family reunions, funerals, line dancing, meetings, private parties, and social functions.*

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