VENUE HIRE APPLICATION AND AGREEMENT

Naracoorte Lucindale Council
Better by Nature

NARACOORTE TOWN HALL + LIBRARY 2026-2027

Email: Library@nlc.sa.gov.au **Phone:** (08) 8760 1170 **In Person:** 93-95 Smith Street, Naracoorte SA, 5271

PART 1 – APPLICANT DETAILS

The applicant is the person lodging the form and must be 18 years or older. All communication relating to the event will be directed to this applicant and they will be responsible for access requirements of all vendors associated with the event.

Company/Organisation

Title ☐ **MR** ☐ **MRS** ☐ **MS** ☐ **MISS** ☐ **OTHER**

Given name **Surname**

Postal address

City **State** **Postcode**

Mobile **Phone**

Contact email

If you are booking on behalf of someone else, please provide the contact details of the main contact that will be present at the booking:

On-site contact name **On-site mobile**

PART 2 - VENUE

Please tick which space you wish to hire. (NB: The Naracoorte Town Hall + Library precinct is generally unstaffed after hours.)

☐ **Naracoorte Auditorium**
includes Kitchen, Supper Room, & Changerooms

☐ **Naracoorte Upstairs Meeting Room**
includes kitchenette
*(only accessible by stairs)

☐ **Naracoorte Kitchen ONLY**

☐ **Naracoorte Supper Room ONLY**

☐ **Naracoorte Wonambi Gallery**
(Hall Foyer)

☐ **Naracoorte Alexandra Room**

DAY 1 (day and date) / /

Access Time (including set up) am / pm → **Event Start Time** am / pm ↔ **Event End Time** am / pm → **Departure Time** (including pack up) am / pm

DAY 2 (day and date) / /

Access Time (including set up) am / pm → **Event Start Time** am / pm ↔ **Event End Time** am / pm → **Departure Time** (including pack up) am / pm

DAY 3 (day and date) / /

Access Time (including set up) am / pm → **Event Start Time** am / pm ↔ **Event End Time** am / pm → **Departure Time** (including pack up) am / pm

PART 3 – EVENT DETAILS

Name of event

Estimated number attending

What best describes your event
(eg. conference, workshop, birthday, wedding)

Will alcohol be at the event? **Yes** **No**

If Yes,

- Where the event exceeds 100 people after 7.00pm and alcohol is being served or sold, the hirer may need to engage the services of a **licensed security guard** at their own cost**.**
- A liquor license may be required. See Part 12 *Terms & Conditions* and the separate *Frequently Asked Questions* for more information on liquor licenses.

Name of liquor licence holder *(if applicable)*

Name of security firm *(if applicable)*

Will there be food at the event? **No** **Yes** – Self-catered **Yes** – Caterer hired

If yes, do you require the kitchen Kitchen not required Kitchen required

If applicable, **Name of Caterer** **Mobile**

PART 4 – PRE-EVENT WALK THROUGHS AND AFTER HOURS EVENTS

To reduce costs for venue bookings, staff will not generally be on site at venues after hours and these events will be fully self-managed. As a result, the onus is on all applicants and/or users to make sure they are fully aware of how to use the building and its equipment for the success of their event.

To help in this self-management, a pre-event induction/walk through of the venue with one of our staff is highly recommended. This walk through is to confirm what is required for your booking and to ensure you are fully aware of how to use the equipment required ie kitchen, lights, switches, microphones etc. Any event contractors, including self-supplied sound and lighting technicians, are also strongly encouraged to attend this walk through as it is your responsibility to ensure they can provide the service you require of them at the event. After hours Council staff call-outs may require additional costs.

****IMPORTANT*****
Pre-event induction date/time
To confirm layout and usage training

PART 5 – STAGE SOUND AND LIGHTING TECHNICAL SUPPORT

If you would like us to arrange a technical support person for your sound and lighting requirements for your event, this can be arranged as a 'per hour add-on' to your booking. Alternatively, you can arrange your own sound and lighting technical support person, however the onus is on you and them to make sure you are fully aware of how to run Council's systems for your event. This training is part of the pre-event induction.

Technical support person required ☐ **Yes** ☐ **No** (we are organising our own technical support person) ☐ **N/A**

Name of self-supplied technical support person *(if applicable)*

Contact phone number of self-supplied technical support person *(if applicable)*

PART 6 – WEDDINGS AND LARGE EVENTS

Weddings and large events with significant decorations or set up (e.g. external contractor) **automatically attract a 3-day hire** of the Auditorium, Supper Room, Kitchen and Changerooms. Included in the price is:

- Hire the day before and after the event;
- A pre-event induction with a staff member at 2 – 3 weeks prior (confirm date/time in Part 4);
- Cleaning before and after the event.

Name of second contact (If your event is a wedding, you must nominate a second contact person who is not the bride or groom)

Name

Relationship/role

Mobile

PART 7 – COMMUNITY DISCOUNT

Community organisations can apply for a 25% discount off venue hire expenses. Community organisations must provide proof of not-for-profit or charitable status or provide written evidence as to why and how the event benefits the community**. Local schools in the Naracoorte Lucindale Council area (both public and independent) automatically receive this discount for all of their events.**

Please note: Ticketed events for community groups are generally not considered for community discount.

Consideration for community discount of 25% is requested (please tick) YES ☐ NO ☐

Not-for-profit organisations (as identified by the ATO) for charity/fundraising events ☐

Community groups or organisations holding events for purposes that are 'for the public benefit' ☐

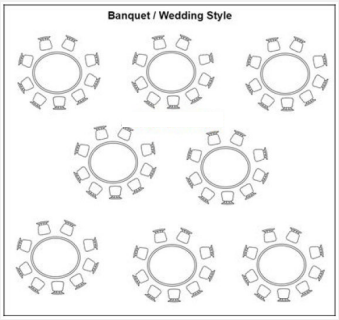
A public benefit means the activity being held at the hall is for a purpose which would be of benefit to the public generally or a sufficient section of the public. The group or organisation must be able to demonstrate they are providing services that directly and significantly benefit the community. A membership organisation holding an event for their members is not an event "for the public benefit" - for example, a service club holding its changeover dinner or a sporting club holding an awards presentation.

Public and independent schools and pre-schools located in the Naracoorte Lucindale Council area ☐

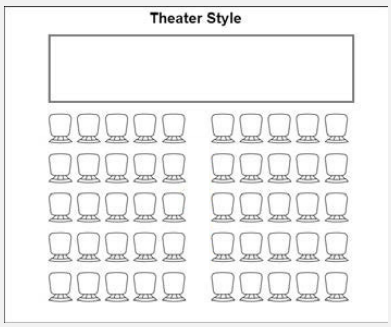
PART 8 – SET UP AND RESOURCES

Please select from the set up below. (*Diagrams are not to scale.)

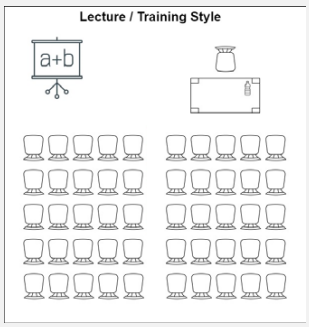
Available in the Naracoorte Auditorium



☐ Banquet/Wedding Style

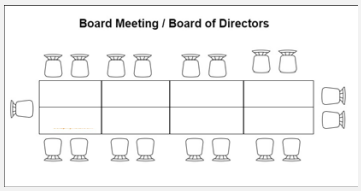


☐ Theatre Style with retractable seating

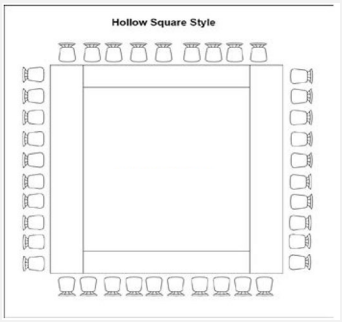


☐ Lecture/Training Style with retractable seating or chairs

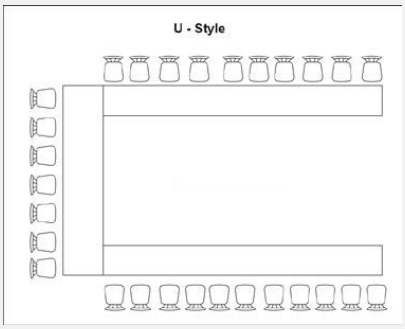
Available in the Naracoorte Supper Room or Naracoorte Upstairs Meeting Room



☐ Boardroom Style



☐ Hallow Square Style



☐ U-Style

Note: 'Lecture/Training Style' is also avaible in Upstairs Meeting Room

Other

☐ Other - please provide a sketch detailing proposed set up. (*Two weeks' notice is preferred, if possible.)

Considerations:

Maximum capacity does depend on the room layout. Please discuss room and capacity requirements with staff.

- The Auditorium can hold 14 round tables of 8 (112 people max);
- Retractable seating in Auditorium holds 197 people. An additional 50 seats can be placed in front of the retractable seating = 247 people max;
- Upstairs Meeting Room can hold up to 60 people;
- Please provide any details about accessibility needs;
- Please be aware that unfortunately the *Upstairs Meeting Room is only available by stairs.*

Please detail any other requirements you may need:

PART 9 – HIRE FEES AND INVOICING

Naracoorte Library + Town Hall

	Auditorium	Supper Room Only	Wonambi Gallery	Kitchen Only	Upstairs Meeting Room	Alexandra Room
Half Day (<4 Hours)	**$425**	**$100**	**N/A**	**$100**	**$125**	**$15 per hour for non-community groups**
Full Day (>4 Hours)	**$850**	**$200**	**N/A**	**$150**	**$250**	
Outside of Business Hours	**$850**	**$200**	**$200**	**$150**	**$250**	**N/A**
3 Day Hire	**$2,000**				**N/A**	**N/A**
Technical Support	**Please enquire if needed to determine cost**					**N/A**
Tablecloths	**$10 per tablecloth**					**N/A**

Cost Estimate

Council Staff will provide a cost estimate of your venue hire below including any community discounts.

Venue cost	$
Add-on costs *(technical support/ table cloths etc)*	$
Less community discount	$
TOTAL COST	$

You will receive confirmation and an estimated cost by email.
Your booking is not confirmed until you have received a confirmation email.

PART 10 – DECLARATION

Please read the below carefully

- ☐ I have read and completely understand the terms and conditions of use and hire detailed in Part 12 of this document, as well as the hire fee schedule, and agree to comply. I will also ensure that all individuals, groups and contractors using the premises in association with this application shall also comply with all conditions and requirements outlined in this document.
- ☐ I wish to apply for the community discount. I have provided all the required documentation and I understand as the hirer it is my responsibility to provide the required documentation, and if it is not supplied, Naracoorte Lucindale Council may decline my request for a discount.
- ☐ If alcohol is provided to more than 100 people past 7pm, I understand it is my responsibility to organise security at my own expense if required.
- ☐ If alcohol is provided, it my responsibility to organise a liquor license if required.

Signed by the applicant

Signature		Position	
Print name		Date	

Signed on behalf of Naracoorte Lucindale Council

Signature		Position	
Print name		Date	

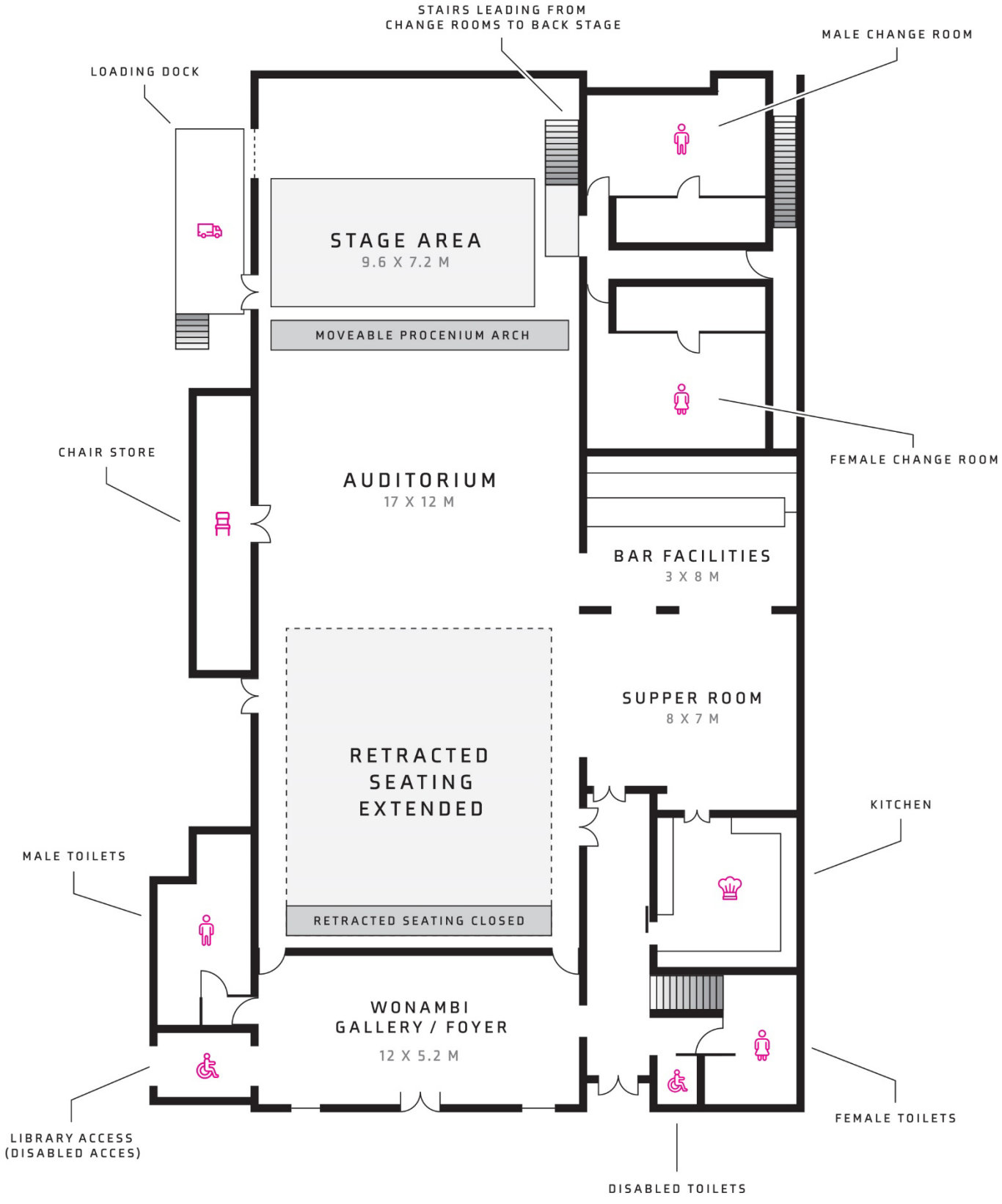
PART 11a

FLOOR PLAN

NARACOORTE TOWN HALL

GROUND FLOOR

Naracoorte Lucindale Council
Better by Nature



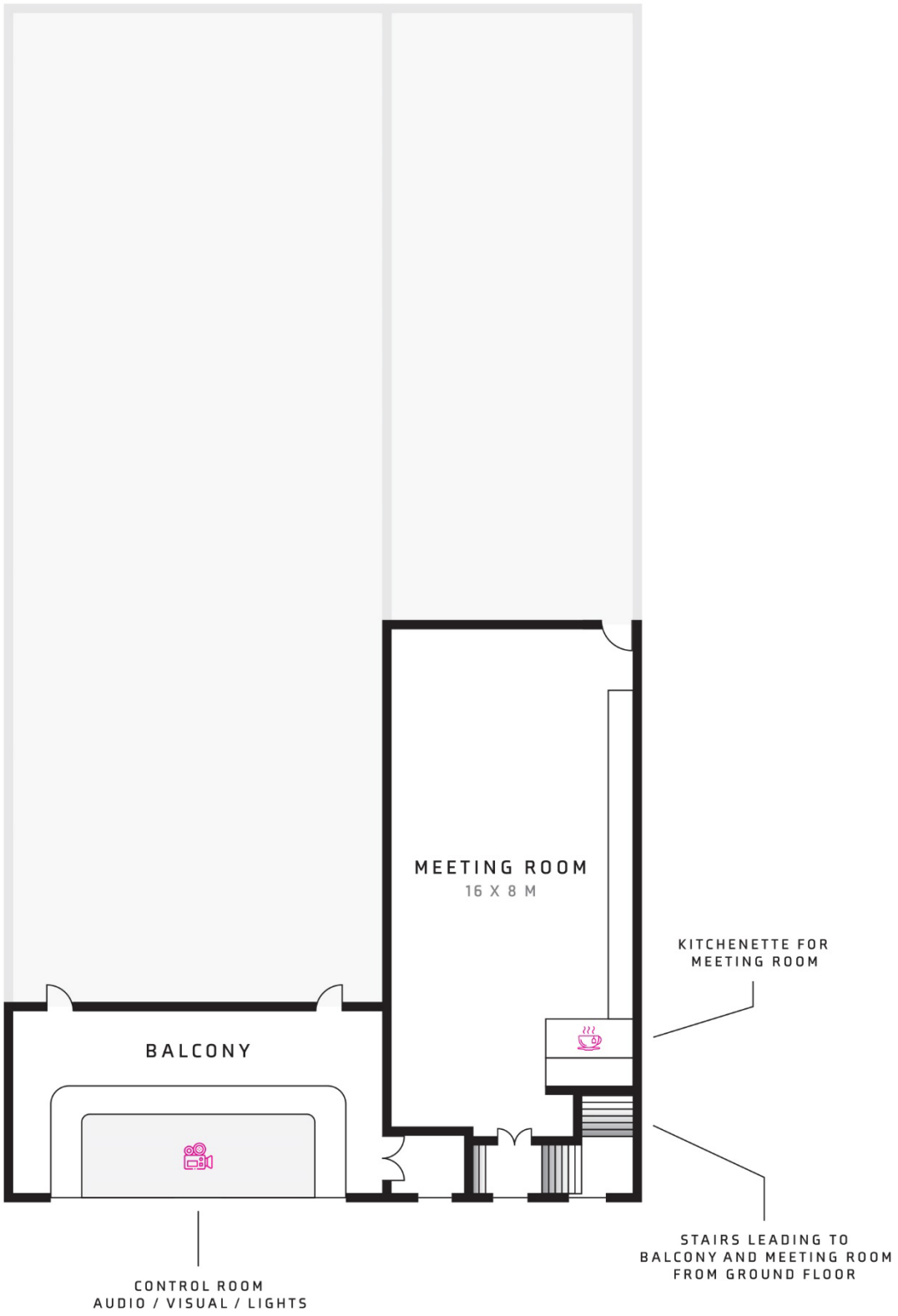
PART 11b

FLOOR PLAN

NARACOORTE TOWN HALL

FIRST FLOOR

Naracoorte Lucindale Council
Better by Nature



PART 12 – TERMS AND CONDITIONS

Alcohol

1. The hirer shall notify the Council at the time of the application if alcohol is to be served during the period of the hire.

2. It is the hirer's responsibility to determine if they require a Liquor License. Please refer to https://www.sa.gov.au/topics/business-and-trade/liquor/apply for more information or direction.

3. If a Liquor License is required, it is the hirer's responsibility to apply for and obtain a Liquor License. A copy of the Liquor License must be on site for the duration of the function.

4. Where the event exceeds 100 people after 7.00pm and alcohol is being served or sold, the hirer may need to engage the services of a licensed security guard. The hirer must notify Council of the name of the business who will provide the guard.

5. As the Naracoorte Town Hall is located in a Dry Zone, alcohol cannot be consumed outside of the building.

Noise

Noise levels must not cause annoyance to occupants of neighbouring properties. Any breach of noise regulations may result in Council taking action under the Local Nuisance & Litter Control Act 2016.

Events Outside of Business Hours

1. If the event is outside of business hours, the hirer is responsible for the opening, closing and security of the premises. The Naracoorte Town Hall will generally not be staffed for events outside of business hours. If you require staffing, there will be an additional fee.

2. As no staff will generally be on site after hours, it is therefore the responsibility of the hirer to make sure they fully understand how to work all required equipment and have communicated prior to the event everything they need regarding set-up and requirements prior to the day of their event. A pre-event 'walk around' with a staff member is strongly encouraged as part of this instruction and an opportunity to see what is available and what you will need to bring for your event.

3. A technical support person, especially for stage/screen events, can be hired for an additional cost. Alternatively, hirers can arrange their own sound and lighting technician, however the onus is on hirers to make sure they are fully aware of how to run the sound and lighting for their event. This training is part of the pre-event induction/walk around.

Smoking and Vaping

Smoking and vaping are strictly prohibited within the venue and within 10 metres of the venue.

Cleaning

It is the hirer's responsibility to leave all hired areas in a clean and tidy condition. The hirer will be provided with an end of hire checklist including cleaning requirements. Cleaning products are provided by Council.

Decorations

1. Nails, screws or any other fastenings (such as adhesive tape or reusable adhesive) must not be used on walls, ceilings, floors, furniture or fittings.

2. The hanging of streamers, flags, bunting or other decorations and/or the erection of any other structures must be approved by Council prior to the event.

3. Confetti, rice, glitter and similar throw-away materials are not permitted inside the building or near entrances. Gas-filled balloons used inside the building must be anchored and not released at any time.

4. No polish, floor speed or other material is to be used on the Auditorium floor without the prior written approval of Council, which reserves the right to refuse such a request.

5. Fireworks and open flames, including candles, are not permitted in the building.

Public Liability

1. Bookings at a Naracoorte Lucindale Council facility do require an active Public Liability Insurance policy to a minimum value of $20M.There are some exceptions to this, such as one-off private activities which do not exhaust a half-day booking timeslot (4 hours).

Safety and Security

1. The hirer will accept full responsibility for the safety of all persons associated with the function, including organisers, participants, guests, children and vulnerable people and non-associated persons who pass through the area during the permit period.

2. Council staff will ensure that the hirer is familiar with emergency evacuation procedures.

3. All exits must be clear for entry and exiting without hindrance.

4. Use of dangerous goods – the hirer will not bring or allow the use of any flame, explosive, fuel, ammunition, pyrotechnic, firearm, flammable liquid or substance, or any dangerous weapon in the venue.

5. Hirers are required to comply with the principles of providing a "Child Safe Environment: Principles of good practice". Information on creating a child safe environment is available at https://www.education.sa.gov.au/child-protection/child-safe-environments/about-child-safe-environments

6. Hirers will be responsible for the payment of fees for emergency services call-outs and after hours call-outs to Council staff.

7. Hirers must ensure that all doors and windows are securely fastened, and all lights and heating is extinguished when leaving the Hall at the conclusion of the activity.

8. Events involving the preparation and sale of food must ensure they adhere to food safety standards.

   For further information visit www.foodstandards.gov.au

9. Hirers must ensure that any glass breakages or spillage of food or drink is cleaned up immediately.

General Conditions

1. Hiring of any part of the building is on the understanding that other parts of the building may be simultaneously hired by other groups.

2. The minimum estimated hire fee may be charged to the hirer in the event that the Hall booking is cancelled less than 48 hours prior to the reserved date.

3. This hire agreement may be revoked by the Council if the hirer fails to comply with a condition of the hire agreement, or in any other circumstance considered justifiable by Council.

4. The hirer must leave the facility in a clean condition, and remove all goods, properties or materials brought in. The hirer is responsible for removing all rubbish from the facility. Council reserves the right to charge an extra fee for any extra costs incurred for cleaning and/or the collection and disposal of waste.

5. The hirer will be responsible for the cost of making good any damage caused to the building, furniture, fittings, fixtures or equipment arising out of and in the course of the hire agreement.

6. This hire agreement will not take effect until proof of the appropriate insurance cover in the name of the hirer has been provided to the Council (if necessary), the estimated minimum hire fee has been agreed to or (if requested) paid in full, and a copy of this hire agreement has been returned to the hirer.