



Hire Booking Form – Drill Hall and Torrens Parade Ground

This form is for use by organisations or individuals proposing to undertake activities in the Drill Hall and the Torrens Parade Ground managed by the Department for Environment and Water (DEW), on behalf of the Minister for Climate, Environment and Water. **NOTE:** evidence of Not-for-Profit Organisation **must** be provided otherwise Commercial rate will apply.

Applicant / Organisation Name	ABN / ACN	Type of Organisation
		Individual/NFP (incl. Govt Dept) / Commercial
Contact Name – First Name	Last Name	Phone
Email	Address (NOT GPO or PO Box, street address required for Vendor / Invoicing)	
Event Name		
SET UP (BUMP IN) Bump In - Start Date/Time	Bump In -End Date/Time	EVENT Start Date/Time
PACK UP (BUMP OUT) Bump Out - Start Date/Time	Bump Out - End Date/Time	EVENT End Date/Time
REQUIRED VENUE	DRILL HALL	TORRENS PARADE GROUND
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please summarise how the venue will be used below and extra information can be supplied on a separate page.

NOTE: After confirmation of date(s) availability, an Event Form will need to be completed, describing event requirements:

DRILL HALL (Please NOTE - Drill Hall bookings include no more than 4 parking spaces for event organizers. If parking is required for Drill Hall events, please include parking request below which attracts additional fees will apply for parking noting that the minimum hire of the Parade Ground is HALF site)
PARADE GROUND: : Please note that use of the Parade Ground will need to include traffic marshals and a traffic management plan where vehicle size, traffic flow, numbers of vehicles and frequency of use is detailed



DRILL HALL HIRE FEE (ex. GST)			p/period	No days	COST
NOT FOR PROFIT	HALF DAY (weekday) up to 5 hrs		\$300		
	FULL DAY (weekday) up to 10 hrs		\$600		
	HALF DAY (weekend) up to 5 hrs		\$380		
	FULL DAY (weekend) up to 10 hrs		\$760		
COMMERCIAL	HALF DAY (weekday) up to 5 hrs		\$375		
	FULL DAY (weekday) up to 10 hrs		\$750		
	HALF DAY (weekend) up to 5 hrs		\$475		
	FULL DAY (weekend) up to 10 hrs		\$950		

TORRENS PARADE GROUND HIRE (ex. GST)			No.	
NOTE: Full Site Hire does not including tenant parking area located next to building*			p/period	COST
NOT FOR PROFIT - SHORT TERM	FULL SITE 78 X 70m (excluding tenant area)	\$1,800		
(first 4 consecutive days of hire)	HALF SITE 78 x 35m (excluding tenant area)	\$900		
NOT FOR PROFIT - MID TERM	FULL SITE 78 x 70m (excluding tenant area)	\$900		
(from day 5 – day 28 of hire)	HALF SITE 78 x 35m (excluding tenant area)	\$450		
COMMERCIAL - SHORT TERM	FULL SITE 78 X 70m (excluding tenant area)	\$3,000		
(first 4 consecutive days of hire)	HALF SITE 78 x 35m (excluding tenant area)	\$1,500		
COMMERCIAL - MID TERM	FULL SITE 78 X 70m (excluding tenant area)	\$2,000		
(from day 5 – day 28 of hire)	HALF SITE 78 x 35m (excluding tenant area)	\$1,000		
OTHER HIRE COSTS				
ELECTRICITY FOR PARADE GROUND	Based on actual usage	@43c/kw hr		TBD
	Yes <input type="checkbox"/> No <input type="checkbox"/>			
STAFF COSTS AND / OR CALL OUT FEE	Staff Costs at hourly rates, minimum 4 hours applies for weekend or after hours Separate Staff Call out incurs an additional \$150 call out fee			
TPG TENANTS ONLY				
	Electricity use for Drill Hall	\$110		
	Electricity & air conditioner for Drill Hall	\$220		
	Ex GST	TOTAL	\$	
	GST	10%	\$	
	Inc GST	TOTAL	\$	

NOTE:

- If your site usage exceeds the booked footprint DEW will charge for the additional use based on the actual footprint used.
- Management of the boom gate is the responsibility of the hirer for Parade Ground Bookings and at least 2-3 traffic marshals at your cost must be employed if you utilise the Parade Ground for parking of over 20 vehicles.
- A fee will be incurred for Torrens Parade Ground DEW Staff attendance weekends or out of hours, including for the boom gate to be fixed open and closed for larger number of vehicle movement.
- All set up and pack up of equipment is the responsibility of the hirer otherwise fee will be applied for time taken to manage this.
- The hirer is responsible to remove all waste at their cost and ensure cleaning of all hired areas is managed during events as well as an event clean of all hired areas at the conclusion of the event at the cost of the hirer.



CONDITIONS OF HIRE

Hirer's Obligations (subject to booking request being granted)

Booking

The Hirer must apply and pay for all necessary licenses and permits and supply copies to the Site Manager no less than 14 business days prior to the event. Hire terms cannot exceed more than one month.

All such fees are subject to a possible cost increase for bookings made more than 6 months in advance or trespassing into the next financial year. The event organiser is at all times responsible for the good order, conduct and behaviour of those persons attending the event. The duration of the event, including bump-in and bump-out, must be scheduled to minimise the amount of time the venue is not available for public use.

The event organiser must comply with all laws, including local laws and all other legal requirements relevant to the operation of the event and use of the venue and to ensure that all employees, agents and other persons associated with the event also comply. The event organiser shall provide to DEW the contact number of a responsible person who may be contacted on the day of the event.

The Drill Hall and Torrens Parade Ground is not available for private parties or weddings.

Costs

The Hirer will be advised of the charges applicable for all charges to be levied and pay in full these charges no less than 14 days prior to the event. Hire rates for Mid Term hire only relates to consecutive days and first 4 days are applied at the Short Term rate.

For bookings over \$3,000, a 10% deposit is required payable one month prior to the event. This will be subtracted from your final invoice.

Confirmation of booking will only be made once receipt of deposit has been confirmed. Charges are subject to rate increases for events booked more than 6 months in advance. Venue Hire fee must be paid prior to event and upon receipt of tax invoice.

Electricity, housekeeping/cleaning fee and other on-costs such as DEW Staff costs or other charges related to parking marshals will be payable 14 days post event on receipt of tax invoice.

Patrons & Capacity

Drill Hall:

Note that weekday bookings in the Drill Hall have an event exclusion zone of 2m from the edge of the Drill Hall between 8am to 5pm for tenant access to facilities. Partitions will be placed in areas where tenants require access through doorways that enter in the Drill Hall.

Events in the Drill Hall with over 300 patrons must hire/contract a minimum of 4 (four) Licensed Security Guards from a reputable security firm (approved by the Site Manager) at the Hirer's expense. Security Guards must be on site for the duration of the event.

Maximum Capacity for the Drill Hall internal area is 500 patrons which is dependent on the amount of free space for patrons to safely move within the Drill Hall and exit in the case of an emergency. Exceeding this number could cause the cancellation or closure of the event.

Parade Ground:

The Torrens Parade Ground parking capacity is limited by types and number of events on the day. The Parade Ground may be used by multiple groups at the same time. Please provide your specific requirements with your Booking Request Form and attach additional pages/plans if required. Failure to provide sufficient information may result in the Parade Grounds area available to your event being defined solely by the information provided. The minimum hire of the Parade Ground is HALF a site and not individual parks. The Parade Ground Hired area DOES NOT include the area directly in front of the building as this is an area designated solely for parking of tenants of the building.

Alcohol

No alcohol is permitted unless you have a valid liquor licence and DEW approval. A Temporary Event Liquor Licence and or extension of an existing Liquor Licence are required for all events serving alcohol. Evidence of liquor licence for the event must be supplied to DEW and displayed at the event 14 business days prior to your event. If the area used for consumption of alcohol is outdoors, it must be fenced and monitored by Licensed Security Personnel, in accordance with any specific licence requirements.

Music/Noise

The Hirer must not make or permit to be made any loud, disturbing, irritating or improper noises; and not install or use any engine or machine which shall cause noise or vibration in the building, as the occupants are entitled to the quiet enjoyment of the building and grounds. Please consult The Environment Protection Authority (EPA) website for details on your obligations for outdoor events <http://www.epa.sa.gov.au>;

No public address (PA) system or electronically operated sound equipment shall be used unless approved by DEW as part of the event. If, during the event, substantiated complaints or breaches of noise conditions occur, the event organiser must immediately reduce the noise to ensure the event complies with the noise levels specified in the noise conditions above;

A licence is required to use live music and or recorded music at the event if that music is protected by copyright. The person who authorises the playing or performance of music at any event is responsible for obtaining the appropriate licences from the Australasian Performing Right Association (APRA) and the Phonographic Performance Company of Australia (PPCA).

Temporary structures

The temporary structures must be erected and secured in accordance with the manufacturers / structural specifications to ensure they are structurally sound and can withstand likely wind in the locality and any likely live loadings and also comply as follows: (a) Separate certification shall be provided by the installers, for the structures, confirming installation in accordance with the relevant specifications. The certificates are to be provided to the DEW. No public amusement devices such as merry-go-rounds, Ferris wheels, inflatable castles, or similar shall be erected or installed unless approved by DEW as part of the event.

Stage structures are not to be loaded in excess of those loadings recommended by the suppliers and/or manufacturer. All mechanical and electrical installations including generators, electrical cabling and any mobile structures are to be surrounded or covered by appropriate physical barriers so as to prevent unauthorised access by the public at all times, and to protect ground laid cabling from being trip hazards, during public occupation of the site.

All structures, to which members of the public may be allowed access are to be supervised by responsible and authorised event representative at all times when occupied by the public. Adequate hand held fire extinguishers must be available at all times during operation of any electrical or electronic device, and are to be available at all times during operations. A schedule of supply must be provided to the inspecting officer prior to commencement of the approved use.

The ground surface on which the structure is to be erected is to be sufficiently firm to sustain the structure while it is being used and isn't dangerous because of its slope or irregularity or for any other reason. The structures and surrounds are to be maintained in a clean and tidy manner at all times, all waste and general rubbish is to be cleared on a regular basis during the hire of the site.

Equipment and Furniture

The Hirer must make their own arrangements for caterers and other furniture and equipment. The Hirer is responsible for the set-up and removal of the equipment and furniture required for their particular event within the access period which includes times for bump in/out as specified in the agreement. All set up and pack up of equipment and belongings is the responsibility of the hirer, unless assistance from DEW staff is negotiated which will incur an oncost.

Hirers may not affix fittings to any part of building using nails, bolts or any sharp instrument or through drilling or cutting into any parts of the structure. Nor damage the Parade Grounds or Drill Hall by paint, steel pegs, helicopters, trucks, bins and objects being dropped etc. Subject to event equipment, there may be a requirement for the hirer to provide temporary flooring to protect the Drill Hall floor and or ground protection to protect the Parade Ground. Hirer to consult Site Manager for advice on this.

Any internal structure (walls, plinths stages and other equipment must be prepared for use off site (i.e. painting, construction etc.)

The Site Manager should only direct the Hirer as to their particular responsibilities and correct actions whilst hiring the Torrens Parade Grounds and/or Drill Hall. All damage, breakages must be reported to the Site Manager as soon as practical during office hours.

Portable cool rooms are not permitted inside the building without prior approval of the Site Manager. Firefighting equipment must not be removed or used for activities other than designated functions. The fire hoses must not be used for hosing the Drill Hall or the granite areas to the front of the Building.

Insurance and Indemnity

The Hirer shall at its expense effect and maintain throughout the Access Period a policy of public risk and product liability Insurance in respect of the Hirer's use of the Hired Premises to the extent of at least TWENTY MILLIONS DOLLARS (\$20,000,000.00) in respect of any one event and in aggregate for products liability in any one policy period and shall produce evidence of an up to date policy at time of booking. No bookings will be confirmed until this has been provided.

The Hirer indemnifies and keeps the Minister from all claims of any nature which the Minister may incur and incurs in connection with any loss of life, personal injury and/or loss or damage to property arising from or as a result of or in any way connected with:

Any occurrence in, upon or about the Used Premises; and/or the Hirer's use of the Premises, except to the extent that such loss of life, personal injury and/or loss of or damage to property is occasioned by any neglect, default or omission by the Minister, their agents, architects, employees, contractors, subcontractors or workmen.

The Hirer acknowledges and agrees that the Minister does not expressly or implicitly warrant that the Premises are now or will remain suitable or adequate for all or any of the Permitted Use and the Minister makes no warranty as to the repair, state and condition of the hired Premises and all warranties (if any) as to suitability and adequateness or as to state, repair and condition of the Premises implied by law hereby are expressly negated.

The proposed event shall not involve a security risk or danger to the building, fixtures and fittings or unnecessary disruption to the tenants of the building. The Hirer may only use the venue during the Access Period allocated. The Hirer will use the venue at its own risk. The Hirer will be



solely responsible for the personal safety of patrons and the security and storage of all property and belongings on the premises during the Access Period. The organisation arranging the function will be held accountable for the cost of repairing any damage caused by its agents, employees, contractors or guests.

Your insurance must include endorsement on the public liability insurance Certificate of Currency that the Department for Environment and Water and the Minister for Climate, Environment and Water are noted as Interested Parties. This evidence must be supplied to the Department prior to your hired event. Your proof of Insurance must show that the policy is current and paid for, copies of your insurance policy invoice, remittance advice; invitation to renew etc. **will not be accepted**

Security

If the hirer organises their own Security, this security personnel must be appropriately licensed in accordance with current SA legislative and regulatory requirements. Events in the Drill Hall with over 300 patrons must hire/contract a minimum of 4 (four) Licensed Security Guards from a reputable security firm (approved by the Site Manager) at the Hirer's expense. Security Guards must be on site for the duration of the event. If the area used for consumption of alcohol is outdoors, it must be fenced and monitored by Licensed Security Personnel, in accordance with any specific licence requirements (see details under **Alcohol** heading within the document).

Electricity

Charges will apply for use in the Drill Hall and or external power use on the Parade Grounds based on usage or as negotiated.

Vehicles and Access

It is the responsibility of the Hirer to ensure the return of boom gate access cards on the last day of hire or within 2 business days of vacating the premises. A charge of \$20 for each boom gate card will be incurred for non-return of cards outside this period. Parking must be a minimum of 7 metres from the dais (a plan is available from Site Manager) in front of the building to allow access for emergency vehicles. Vehicles and any other objects must be away from any emergency exits and the northern and southern sides of the building.

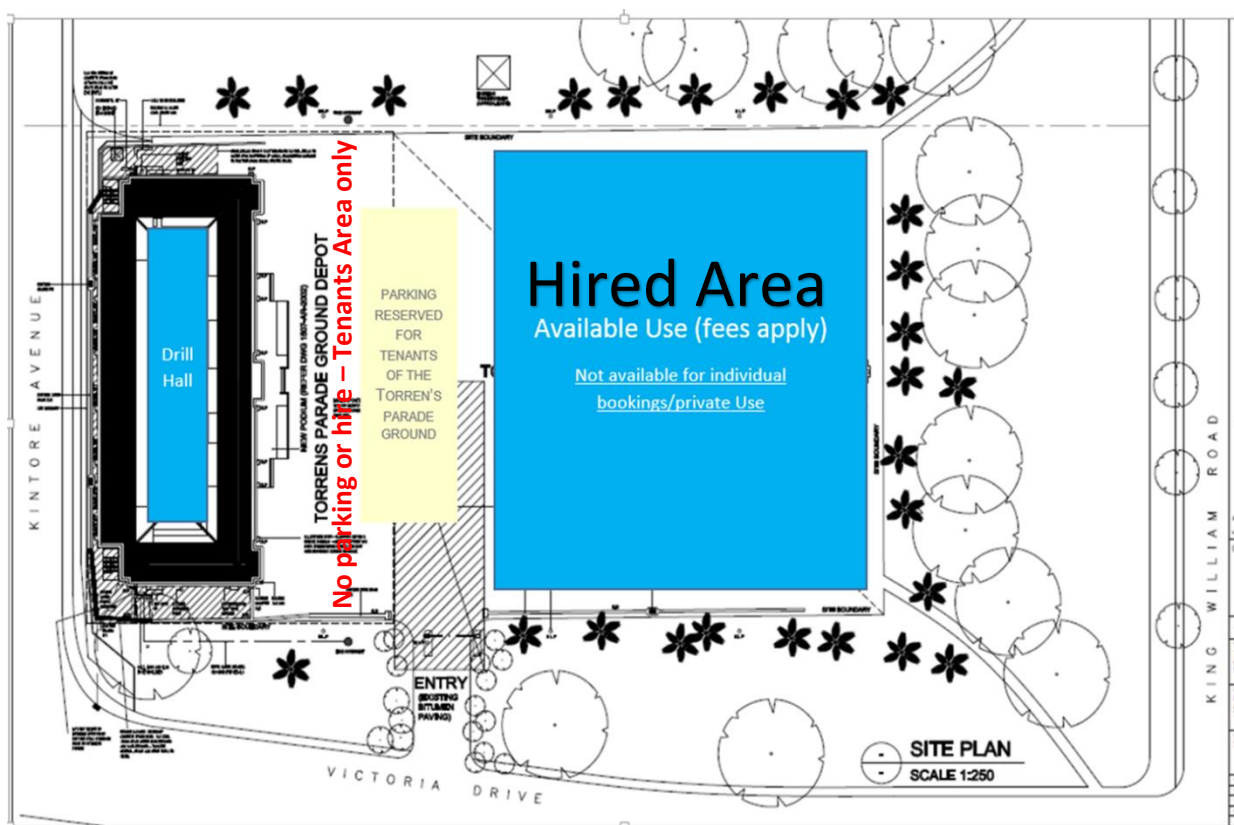
Any after-hours call outs to Site Manager or additional security patrols caused by the Hirer's actions will incur a Minimum 4 hour charge. All vehicles must adhere to the speed limit of 10kph. Drivers must be aware of public safety, especially considering the presence of children.

Cleaning

Tables and chairs wiped clean. All furniture and equipment used must be stacked and returned to original position. No food to be left in refrigerator or cupboards. Hirer accepts responsibility and costs associated with contracting cleaning including clean-up of venue and any waste removal. Clean-up includes the toilets and surrounding areas which are part of the Torrens Parade Ground precinct and includes the clean-up of cigarette butts. The hirer is responsible to remove all waste at their cost and ensure cleaning of all hired areas is managed during events as well as an event clean of all hired areas at the conclusion of the event at the cost of the hirer. Cleaning and rubbish removal is at the cost of the hirer and must be arranged at least 2 weeks prior to hire event. Charges will apply if DEW are required to organise and attend to this which will be invoiced after the event of hired space.

The Discretion of the Minister

The Minister has the right to terminate any agreement at any time at their discretion. In this circumstance there may not be compensation payable to the Hirer. Approval for booking may only be granted by the Minister's representative once all necessary licences, insurances, permits and charges are met and paid by the Hirer. Keys to the Drill Hall and Building and car park passes (where applicable) will only be released once Department Environment and Water (DEW) has received payment and valid insurance documents. The Minister acknowledges that no bookings will be interrupted by routine preventative maintenance works. The Hirer acknowledges and agrees that the premises may, at time to time, require urgent and unexpected repair. Should urgent works be required, and Hirer and visitor safety has the potential to be compromised, the booking may, at the discretion of the Minister, be cancelled and a full refund of any hire fee will be provided by the Minister to the Hirer. The Minister undertakes that the Hirer will be notified as soon as possible if any urgent repair works are required that impact a booking.



CERTIFICATION

I (full name) _____, as the hirer or having the requisite authority on behalf of the hirer, certify that, to the best of my knowledge and after making all reasonable enquiries with relevant persons engaged or employed by the hirer, the information provided in this booking form is true and correct.

I declare that I will inform the Minister for Climate, Environment and Water (the Minister), through the Department for Environment and Water (DEW), immediately and in writing should the information provided change or no longer be true and correct. I authorise the Minister or DEW to contact any person or government agency about information contained in this application.

I acknowledge that if any information contained in this booking form is false or misleading, this booking may not be processed by DEW.

I, as the hirer or on behalf of the hirer, acknowledge that I have read and understood the Drill Hall and Torrens Parade Ground Hire *Terms and Conditions* and, I, as the hirer or on behalf of the hirer, agree that the booking will be bound by the Drill Hall and Torrens Parade Ground Hire *Terms and Conditions*.

Signed for and on behalf of the Hirer

(Signed)

(Name)

(Date)

(Position / Title held as Hirer)

**SUPPORTING DOCUMENTATION**

Please enclose the following supporting documentation with your booking form:

Evidence of public liability insurance (Certificate of Currency or current Policy Document)

Please Note: only a copy of your insurance Certificate of Currency, or a copy of your Policy Document, showing the name of the insured, the purpose of the insurance, the date the insurance is current & the activities & locations covered by the policy. Your proof of Insurance must show that the policy is current and paid for, copies of your insurance policy invoice, remittance advice; invitation to renew etc. **will not be accepted**

Endorsement on the public liability insurance Certificate of Currency that the Department for Environment and Water and the Minister for Climate, Environment and Water are noted as Interested Parties

The Minister for Climate, Environment and Water, "the Minister" agrees to make the State Heritage Listed Torrens Parade Ground and The TPG Drill Hall available to the Hirer at the times/dates allocated. The hire of the premises is subject to a pre and post event inspection by a representative of both the hirer and owner, in accordance with attached conditions.

Signed: _____

as delegate for Minister for Climate, Environment and Water

Print name: _____

Date: ____/____/____

Once completed, please send this booking form, including and a copy of your insurance Certificate of Currency

Email: dew.torrensparadeground@sa.gov.au

Post to: Heritage South Australia
Department for Environment and Water
GPO Box 1047
ADELAIDE SA 5001

PLEASE NOTE THAT YOUR BOOKING WILL NOT BE PROCESSED UNTIL ALL REQUESTED SUPPORTING DOCUMENTATION HAS BEEN RECEIVED.

WHEN YOUR BOOKING HAS BEEN PROCESSED AND APPROVED YOU WILL RECEIVE AN EMAIL CONFIRMATION THAT THIS BOOKING HAS BEEN SIGNED OFF BY AN AUTHORISED DEW DELEGATE – A COPY WILL BE FORWARDED ON REQUEST.

OFFICE USE ONLY	As approved by authorised DEW delegate
Total hire fees for booking	
Deposit/bond required (include date required)	
Electricity charges	
Cleaning charges	
Site security charges	
Confirmation email sent to applicant (include date)	