



# HIRE APPLICATION & AGREEMENT

**HIRE DATE:** .....

Agreement between

>> **HIRER NAME**.....

**AND**

>> **GRIFFITH PIONEER PARK MUSEUM**

Please return the completed application form to Griffith Pioneer Regional Museum via email: [pioneerparkmuseum@griffith.nsw.gov.au](mailto:pioneerparkmuseum@griffith.nsw.gov.au) or drop it into the Museum ~  
40 Remembrance Drive Griffith 2680. Ph: 6962 8333

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# HIRE CHARGES

**GENERAL HIRE – Functions and small events – includes Hall, Industrial Kitchen, BBQ Area, Sharam Square**

## Monday to Friday

<b>Hire times are block hours &amp; include set up and pack up</b>			<i>Please tick time/s</i>
Day	10:00 am – 5:00 pm	\$180.00	<input type="checkbox"/>
Evening	5:00 pm – Midnight	\$200.00	<input type="checkbox"/>
If additional hours for setup requested e.g. 3.00pm for a 5:00pm start then an hourly rate of \$35 will apply			Extra Hours

## Saturday and Sunday

<b>Hire times are block hours &amp; include set up and pack up</b>			<i>Please tick time/s</i>
Day	10:00 am – 5:00 pm	\$250.00	<input type="checkbox"/>
Evening	5:00 pm – Midnight	\$250.00	<input type="checkbox"/>
If additional hours for setup requested e.g. 3.00pm for a 5:00pm start then an hourly rate of \$35 will apply			Extra Hours

**\*Please Note: After hours security charge of \$150 will apply to evening functions**

**\*Mandatory cleaning fee of \$100 is required for functions with over 30 people expected.**

# WEDDINGS AND LARGE EVENTS

## Marquee - Wedding or Large Event (over 100 PAX)

This allows a marquee to be erected and hire equipment dropped off 2 days prior to the wedding or event. It is compulsory to take the next day option to allow a more relaxed pack up.

Events – Marquee		<i>Select Option</i>
Prior set up + Recovery	Event day	\$1300.00 <input type="checkbox"/>
Next day recovery/pack up	8.00 am – 1.00 pm	

## Small Wedding (no marquee) or event

Events – Increased requirement for set up and pack up		
Prior set up +	Event day	\$1050.00 <input type="checkbox"/>
Next day recovery/pack up	8.00 am – 1.00 pm	

**\*Please Note: After hours security charge of \$150 will apply to evening functions**

**\*Mandatory cleaning fee of \$100 is required for functions with over 30 people expected.**

# HIRE CHARGES

## St James Wedding

Oldest Church in the Murrumbidgee Irrigation Area  
Limited seating capacity < 40 people expected with no evening access

Day rate	8.00 am – 4.00 pm	\$300.00	<input type="text"/>
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## Old Baptist Church Wedding

Newly renovated Church  
Seating capacity 100 people

Day rate	8.00 am – 4.00 pm	\$600.00	<input type="text"/>
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## Grounds Hire - Wedding Ceremony Only

Ground Hire - *Hire times include set up and pack up hours*

Day rate	8.00 am – 4.00 pm	\$400.00	<input type="text"/>
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# OTHER HIRES

## Wine & Irrigation Building/Todd Shed – After 300 pm only

Bar with contemporary décor with NO cooking and/or kitchen facilities  
Limited seating capacity, self-clean & set up

*Hire times include set up and pack up hours*

Day rate	10.00 am – 4.00 pm	\$200.00	<input type="text"/>
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## Grounds Hire Only – Outside Birthdays, other gatherings < 100

*Hire times include set up and pack up hours*

Day rate	10.00 am – 4.00 pm	\$250.00	<input type="text"/>
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## Photography

Photographers have an option of obtaining an annual membership for \$60 that allows them and their client to visit for photos only. If the photographer does not have a membership the following rates apply. After hours photography needs to be by prior arrangement only.

Business hours	10.00 am – 4.00 pm	\$25.00 per hour	<input type="text"/>
After hours	4.00 pm on	\$50.00 per hour	<input type="text"/>

## Equipment and/or other Hire

Outdoor Heaters (4) or BBQs (2)	Gas	\$10.00 per heater/BBQ	<input type="text"/>
Tables (trestle x 15)	*Only if not hiring the hall	\$30.00	<input type="text"/>
Chairs (outdoor x 80)	*Only if not hiring the hall	\$30.00	<input type="text"/>

# HIRE CHARGES

## STAFFING & SECURITY AT FUNCTIONS

Staff charges do not apply during Museum business hours.

For events taking place outside of Museum operating hours, the following charges may apply:

For events that go beyond 8pm, a contracted security officer from J&J Security will be engaged to do a callout to ensure function is finished, visitors are gone and Museum is secured. This fee is an indirect fixed cost to the Security Firm.

Public holiday fees and charges will apply if the functions falls on a public holiday.

Security call out fee is \$150.

## CLEANING

A mandatory cleaning fee of \$100 applies to function hires with over 30 in attendance. The hirer is responsible to clean up any areas that were used, wipe down and pack away tables, remove additional rubbish (that does not fit in the supplied bins), decorations and any other equipment that was used. The engaged cleaning service will be responsible to clean toilets, sweep and wash floors only.

## HIRE FEE AND BOND

A bond of \$200 per booking applies to functions and this serves as a security and confirmation of booking. The cash bond is to be paid on lodgment of the Venue Hire Agreement. The bond will be returned the following week once the venue is checked if it was paid by cash.

The hire fee is to be paid in full at least 1 week prior to the event.

## BAR FACILITIES

Please discuss any bar requirements with the Museum Coordinator. If you intend on selling alcohol or purchased alcohol is included in the ticket price, a one-off license will be required and can be obtained from OLGR (Office of Liquor, Gaming and Racing).

## CATERING

The Museum is able to supply catering on request for tourist groups and weekday functions. Please discuss any catering requirements with the Museum Coordinator.

It is permissible to engage your own catering company but please advise Museum Coordinator so that a copy of the necessary food safety paperwork is obtained.

## TRAIN

The 'Pioneer Express' may be hired out for private functions and parties. This includes 1 hour of train rides around the Museum. The driver is required to be an inducted staff member or volunteer and is dependent on their availability.

Train Hire (private events)	Dependent on availability of GPPM driver	\$100.00	<input type="checkbox"/>
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# CONDITIONS OF HIRE

## Conditions of Hire

### 1 - Definitions

"Hirer" means the person, corporation, business or association making the application for hire

### 2 - Application

- (a) Application for the use of Griffith Pioneer Park Museum shall be made to the Griffith Pioneer Park Museum upon the form supplied, shall be signed by the applicant, shall state the purpose for the hours during which the facility is required and shall contain the applicant's undertaking to comply with these conditions, and;
- (b) Where the application is made on behalf of an organisation or body of persons, the applicant shall state the name of such organisation and the authority of the applicant for making such application.

### 3 - Confirmation of Bookings and Payment of Deposit

A booking shall only be confirmed on the lodging of an Application & Agreement for Hire form and payment of the Bond.

### 4 - Cancellation of Booking

- (a) If function is cancelled within 30 days of proposed event, an administration fee of \$40 will be charged.
- (b) All cancellations shall be advised to the Museum in writing (email).

### 5 - Variation in Charges

Griffith Pioneer Park Museum reserves the right to vary the fees and charges, as set out in the Schedule to these conditions at any time without notice.

### 6 – Special Conditions

Griffith Pioneer Park Museum has the right to impose special conditions in relation to COVID-19

### 7 - Limit of Hiring

The hirer shall only be entitled to the use of the particular part or parts of the Museum hired, and shall vacate same punctually at the time specified.

### 8 - Decorations

No exhibit or collection material is to be touched or removed from its location.

No decorations are to be adhered to the Museum walls.

No confetti or glitter is to be used within the property.

All decorations are to be removed.

No tape is to be fixed to the paint work.

# CONDITIONS OF HIRE

## 9 - Damage

- (a) The floors, walls or any other part of the Museum or any fittings or furniture, including tables, chairs, crockery, cutlery, urns etc shall not be broken, pierced by any nails or screws or any such matter, or in any other way damaged. The hirer shall be responsible for making good any damage.
- (b) If the hirer fails, neglects or refuses to make good or repair any damage for which he/she is responsible under these Hire Conditions, the Museum may make good and repair any damages. The Hirer shall pay the Museum upon demand, all sums of money reasonably incurred by the Museum in so doing.

## 10 - Cleanliness

All areas of the Museum, including the kitchen and toilets, are to be left in a clean and tidy state. If the hirer refuses, fails or neglects to leave the premises in a satisfactory condition a private contractor shall be hired and any charge imposed shall be paid by the hirer.

A mandatory cleaning fee will be charged for any hires in excess of 30 guests.

## 11 - Smoke Free Zone

Smoking is NOT permitted inside any building or within 10 metres of any of the Museum's buildings. The designated smoking area is situated in the open air rotunda. It is the hirer's responsibility to inform their guests and mandate this. Smokers must use disposal trays provided and the hirer must ensure all butts are removed from the site.

## 12 – Theft

Neither the Council, Museum nor its servants will be liable for any loss or damage sustained by the hirer or any persons, firms or corporations entrusting to or supplying any article or thing being lost, damaged or stolen unless such loss, damage or theft is caused by the act or omission of the Council, Museum or its servants. The hirer hereby indemnifies the Museum against any claim by any such person, firm or corporation in respect of such article or thing except where such loss, damage or theft is caused by the act or omissions of the Council or its servants.

## 13 – Insurance

The hirer shall not do or neglect to do or permit to be done or left undone anything which will affect the Museum's insurance policy or policies relative to the fire and public risk in connection with the building and the hirer hereby agrees to indemnify the Museum to the extent that such policies are affected through any such act or commission or omission.

## 14 – Indemnity

The hirer indemnifies the Museum from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending and settling any action or claim) in respect of:

- Loss of, loss of use of, or damage to property of Museum ; or
- Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property;

# CONDITIONS OF HIRE

Resulting from or by reason of anything done or omitted to be done by the Hirer arising out of your activities undertaken at or near Council's facility.

Your liability to indemnify Council is reduced proportionally to the extent that a negligent act or omission of Council or its employees has contributed to the injury, damage or loss.

## 15 - Child Safety Conditions of Hire for Venues

### *Definitions*

Child Safety Law means the *Child Protection (Working with Children) Act 2012* (NSW), *Child Protection (Working with Children) Regulation 2013* (NSW), *Children's Guardian Act 2019* (NSW), and any other child protection law that applies to the Hirer, the Booking or the Permitted Use being carried out at the Venue.

### Child safety:

- i. The Hirer warrants that at the time of signing the Conditions of Hire, the Hirer has complied with, and at all times during the Booking Period the Hirer will comply with, its obligations under the relevant Child Safety Law, where applicable.
- ii. Any services, activities or other operations being conducted or delivered by the Hirer at the Venue are delivered independently and not on behalf of, or as agent for the City.
- iii. The Hirer is solely responsible for determining its obligations under Child Safety Law with respect to the Venue, the Permitted Use, its Booking and any associated services, activities or other operations and in this regard the Hirer must:
  - a. contact NSW Police on '000' if a child is in immediate danger of abuse or harm as described in Child Safety Law;
  - b. contact the NSW Child Protection Helpline on '132 111' to report a child at risk of significant harm, where required under Child Safety Law;
  - c. notify the City of any child safety incident occurring at the Venue or the centre and cooperate with the City for any complaints and investigations relating to such incident; and
  - d. promptly advise the City if any circumstances change which might prevent or limit the Hirer from undertaking child-related work or complying with Child Safety Law;
  - e. Provide evidence to the City of compliance with this clause if requested.

## 15 - Liquor

The Griffith Regional Museum is NOT licensed to sell alcohol. If you wish to sell alcohol, or purchased alcohol is included in the ticket price, a one-off function license will be required, please talk to Museum Coordinator for more information.

## 16 - Compliance with Fire Regulations

The hirer shall comply with all directions given including the Chief Officer of the Fire Brigade and any person holding a like appointment in any way relating to the conduct of the venue and shall comply with all rules, regulations and directions with regard to fire precautions.

# EVENT INFORMATION – Please return to the Museum

## GRIFFITH PIONEER PARK MUSEUM - HIRER INFORMATION

### ABOUT YOUR EVENT

TITLE OF FUNCTION/EVENT \_\_\_\_\_

DATE/S OF FUNCTION/EVENT \_\_\_\_\_

STARTING TIME \_\_\_\_\_

\*FINISHING TIME \_\_\_\_\_

HOW MANY PEOPLE EXPECTED: \_\_\_\_\_

TIME ACCESS IS REQUIRED \_\_\_\_\_

VENUE EXIT TIME (after pack up) \_\_\_\_\_

NB: Access and exit times are included in the Hire Fee

\*Please note that this is strictly supervised. Any variation must be approved by the Business Coordinator prior to the Hire and appropriate fee charged.

HIRER : \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### ADDITIONAL REQUESTS (any additional activities or specific requirements)

\_\_\_\_\_

\_\_\_\_\_

### CATERING

WILL YOU BE SERVING FOOD? YES  NO

WILL YOU USE PROFESSIONAL CATERERS? YES  NO

CATERING CONTACT NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

WILL YOU BE \*SERVING ALCOHOL? YES  NO

WILL YOU BE \*\*SELLING ALCOHOL? YES  NO

\*If you are serving please follow RSA guidelines

\*\*If you are selling you are required to hold a liquor licence and a copy provided to Museum staff

**PLEASE CONTACT MUSEUM IF YOU HAVE ANY FURTHER ENQUIRIES OR REQUESTS**

# HIRE APPLICATION & AGREEMENT

## APPLICATION AND AGREEMENT

The application is hereby made to hire the Myall Park Hall or such part of the Museum as set forth in this Schedule.

I, (please print name) .....the Hirer, acknowledge that I understand and agree to be bound by and shall observe, perform, and fulfil the Terms and Conditions of Hiring and shall promptly and punctually pay to the Griffith City Council all monies, which may be now or hereafter become payable in respect to the hiring, in accordance with the Terms and Conditions of Hiring.

### FOR AND ON BEHALF OF THE HIRER

**SIGNED** ..... **DATE** .....

**NAME** .....

### FOR AND ON BEHALF OF GRIFFITH REGIONAL & PIONEER MUSEUM

**SIGNED** ..... **DATE** .....

**NAME** .....

**POSITION** .....

## SPECIAL CONDITIONS

Griffith Pioneer Regional Museum has right to impose special conditions. In the light of COVID-19 and changing regulations, we are governed by the most recent government determinations regarding COVID-19. This may include closing the Museum to the public. Griffith Pioneer Park Museum is a registered COVID SAFE business.

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### ADMINISTRATION USE ONLY

DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

BOOKING ENTERED: \_\_\_\_\_ DEPOSIT PAID: \_\_\_\_\_

If required:

CATERING CONFIRMED: \_\_\_\_\_ TECHNICAL CONFIRMED: \_\_\_\_\_

# CONTACT INFORMATION

## Contact Information

JENNY O'DONNELL  
BUSINESS ADMINISTRATION COORDINATOR

**Tel** 02 6962 8333

**Mob** 0437 133 590

[jenny.odonnell@griffith.nsw.gov.au](mailto:jenny.odonnell@griffith.nsw.gov.au)

## Museum Information

Griffith Pioneer Park Museum  
40 Remembrance Drive, Griffith 2680

**Tel** 0269 8333

**Fax** 6962 2815

[www.griffithpioneerpark.com](http://www.griffithpioneerpark.com)

## Costings - OFFICE USE ONLY

DESCRIPTION	REQUIRED	<input checked="" type="checkbox"/> <input type="checkbox"/>	ITEM NO	COST	AMOUNT
Hire Charges		<input type="checkbox"/>	201009.0537.586	As per schedule	
Cleaning Fee	>30 attending	<input type="checkbox"/>	201009.0537.586	\$100.00	
Staff/Security Fee	After 5 pm	<input type="checkbox"/>		As per schedule	
Other					
				Amount owing	
Bond Cash or EFT	Receipt No:		Date:	Refundable	\$200.00
Bond	Refund	<input type="checkbox"/>	Date:	Amount	

Additional comments: