



# HIRE APPLICATION & AGREEMENT

For events from 1 JULY 2020 – 30 JUNE 2021

Agreement between

>> .....HIRER

AND

>> GRIFFITH PIONEER PARK MUSEUM

OWNED AND OPERATED BY GRIFFITH CITY COUNCIL

Agreement dated: .....

Terms and conditions and hire charges are for your records. 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 40 Remembrance Drive Griffith 2680.

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# HIRE CHARGES

## MYALL PARK HALL – Hall and Kitchen only

### Monday to Friday

<b>Hire times are block hours &amp; include set up and pack up</b>			<i>Please tick time/s</i>
Morning	8:00 am – 12:00pm	\$130.00	<input type="checkbox"/>
Afternoon	12:00 pm – 5:00 pm	\$130.00	<input type="checkbox"/>
Full Day	8:00 am – 5:00 pm	\$250.00	<input type="checkbox"/>
Evening	5:00 pm – Midnight	\$130.00	<input type="checkbox"/>

### Saturday

<b>Hire times are block hours &amp; include set up and pack up</b>			<i>Please tick time/s</i>
Morning	8:00 am – 12:00pm	\$150.00	<input type="checkbox"/>
Afternoon	12:00 pm – 5:00 pm	\$150.00	<input type="checkbox"/>
Full Day	8:00 am – 5:00 pm	\$290.00	<input type="checkbox"/>
Evening	5:00 pm – Midnight	\$150.00	<input type="checkbox"/>

### Sunday

<b>Hire times are block hours &amp; include set up and pack up</b>			<i>Please tick time/s</i>
Morning	8:00 am – 12:00pm	\$160.00	<input type="checkbox"/>
Afternoon	12:00 pm – 5:00 pm	\$160.00	<input type="checkbox"/>
Full Day	8:00 am – 5:00 pm	\$310.00	<input type="checkbox"/>
Evening	5:00 pm – Midnight	\$160.00	<input type="checkbox"/>

## MYALL PARK AREA – Hall, 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>
Morning	8:00 am – 12:00pm	\$150.00	<input type="checkbox"/>
Afternoon	12:00 pm – 5:00 pm	\$150.00	<input type="checkbox"/>
Full Day	8:00 am – Midnight	\$350.00	<input type="checkbox"/>
Evening	5:00 pm – Midnight	\$150.00	<input type="checkbox"/>

### Saturday

<b>Hire times are block hours &amp; include set up and pack up</b>			<i>Please tick time/s</i>
Morning	8:00 am – 12:00pm	\$170.00	<input type="checkbox"/>
Afternoon	12:00 pm – 5:00 pm	\$170.00	<input type="checkbox"/>
Full Day	8:00 am – Midnight	\$350.00	<input type="checkbox"/>
Evening	5:00 pm – Midnight	\$170.00	<input type="checkbox"/>

### Sunday

<b>Hire times are block hours &amp; include set up and pack up</b>			<i>Please tick time/s</i>
Morning	8:00 am – 12:00pm	\$180.00	<input type="checkbox"/>
Afternoon	12:00 pm – 5:00 pm	\$180.00	<input type="checkbox"/>
Full Day	8:00 am – Midnight	\$360.00	<input type="checkbox"/>
Evening	5:00 pm – Midnight	\$180.00	<input type="checkbox"/>

## MYALL PARK HALL PRECINCT – Weekend Hire

Saturday and Sunday	Packup by Sunday evening	\$700.00	<input type="checkbox"/>
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# HIRE CHARGES

## WEDDINGS

### Marquee Wedding

Events – Marquee or >100 people expected

Select Option

1 day	8.00 am – Midnight	\$1000.00	<input type="text"/>
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### Regular Wedding - Ceremony & Reception

Events – Increased requirement for set up and pack up

Saturday and Sunday	Packup by Sunday evening	\$750.00	<input type="text"/>
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### 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	\$200.00	<input type="text"/>
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### Ceremony Only

Ground Hire

Hire times include set up and pack up hours

Day rate	8.00 am – 4.00 pm	\$200.00	<input type="text"/>
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## OTHER HIRES

### Wine & Irrigation Building

Bar with contemporary décor with NO cooking and/or kitchen facilities

Limited seating capacity < 60 people expected, self-clean & set up

Hire times include set up and pack up hours

Day rate	8.00 am – 4.00 pm	\$80.00	<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	8.00 am – 4.00 pm	\$200.00	<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

Total required

Train Hire (private events)	If PPM driver avail.	\$100.00	<input type="text"/>
Heaters (outdoor)	Gas	\$10.00 per heater	<input type="text"/>
Tables (trestle x 10)	If not hiring the hall	\$20.00	<input type="text"/>
Chairs (outdoor x 45)	If not hiring the hall	\$30.00	<input type="text"/>
Data Projector		\$100.00	<input type="text"/>

# HIRE CHARGES

## STAFFING AT FUNCTIONS

At least 1 staff member must be on duty at all times that any part of the Museum is occupied. Two staff members are required if patron numbers \*over 100 are expected.

A staff member must be on duty for functions involving more than 30 patrons **after close** of business hours. Public holiday fees and charges will apply if the function falls on a public holiday.

Cost per hour	Estimate of hours		
Monday-Friday	2 hours minimum	\$40.00	
Saturday	As above	\$55.00	
Sunday	As above	\$65.00	

\*If an additional staff member is required the 2<sup>nd</sup> staff person's cost is reduced by \$5 an hour.  
E.g. PAX >100 = 2<sup>nd</sup> staff person = Monday – Friday \$35, Sat \$50 and Sun \$60 per hour.

## 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 rubbish, decorations and any other equipment that was used. The engaged cleaning service will be responsible to clean toilets, sweep and wash floors.

## HIRE FEE, DEPOSIT AND BOND

A deposit of \$200 per booking is required to confirm bookings. This is to be paid on submission of the Hire Agreement. The remainder of the hire fee is to be paid in full at least 1 week prior to the event.

A bond of \$200 per booking applies to functions with over 30 in attendance. The bond will be returned when the Hire master key is returned and the premises is checked for any damage. Hire keys are to be collected 1 day prior to the event or by previous arrangement.

## 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).

If intending to serve alcohol only or have a BYO event, it is recommended that there are at least 2 RSA licensees to monitor your event. If your event is outside of business hours, the required Duty Manager and additional staff member (if >60) will have their RSA and monitor.

## 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.

## ENTRY & TRAIN

No entry is charged for guests of the hirers excepting operators utilizing the facility for their commercial business. In this case normal entry and tour fees will apply e.g. \$15 per person.

# 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 Regional Museum shall be made to the Griffith Regional 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 Deposit and Bond.

## 4 - Cancellation of Booking Dates

- (a) All cancellations shall be advised to the Museum in writing.

## 5 - Variation in Charges

Griffith Regional 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 Regional Museum has the right to impose special conditions in relation to COVID-19 with

## 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.

## 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.

# CONDITIONS OF HIRE

- (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 60 guests.

## 11 - Smoke Free Zone

Smoking is NOT permitted inside any building within the Museum precinct. Smokers must use bins provided and Hirer must ensure all butts are removed from 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;

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 - 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 by any competent authority 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

HIRER : \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE NO: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

A full copy of the signed Venue Hire Agreement will be forwarded to the above email.

### ABOUT YOUR EVENT

TITLE OF FUNCTION/EVENT \_\_\_\_\_  
TYPE OF EVENT \_\_\_\_\_  
DATE/S OF FUNCTION/EVENT \_\_\_\_\_  
STARTING TIME \_\_\_\_\_  
FINISHING TIME \_\_\_\_\_

### ACCESS TO THE VENUE

TIME ACCESS IS REQUIRED \_\_\_\_\_  
NB: This will be the time that your hire charge commences

### ATTENDEES

HOW MANY PEOPLE EXPECTED: \_\_\_\_\_  
50-100 will require a staff member, 100+ requires 2 staff members

### CATERING

WILL YOU BE SERVING FOOD?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
WILL YOU USE PROFESSIONAL CATERERS?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

CATERING CONTACT NAME \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_

WILL YOU BE *SERVING ALCOHOL?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
WILL YOU BE **SELLING ALCOHOL?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

\*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 Griffith Regional Museum 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 .....

POSITION .....

### FOR AND ON BEHALF OF GRIFFITH REGIONAL 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 Regional 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 4196

**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** 026962196  
**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	
Entry & tour	If applicable	<input type="checkbox"/>		\$15.00 p/p	
Cleaning Fee	>30 attending	<input type="checkbox"/>	201009.0537.586	\$100.00	
Staff Fee	After 3pm >30	<input type="checkbox"/>	201023.0521.555	\$40-\$60 p/h	
Catering	Supplied	<input type="checkbox"/>	201008.0537	As arranged	
				Subtotal	
	Cash or EFT	<input type="checkbox"/>	Receipt:	Less Deposit	
				Amount owing	
Bond	Cash or EFT	<input type="checkbox"/>	Receipt:	Date:	\$200.00

