

FREE FOR HIRE

HARVEY DAM Amphitheatre

Booking Enquiries

The Council proposes that the use of the amphitheatre stage/auditorium for the following purposes should be *free of any hire fee*, however the user needs to take responsibility for items listed hereunder:

- The conduct of concerts or other ceremonies by schools situated within the boundaries of the Harvey Shire.
- The conduct of concerts or other entertainment by community organizations or non-profit local groups
- Any local charitable purpose recognized by the Council by special resolution.

CONDITIONS

The applicant applying for free use of the amphitheatre will be required to:

- Pay a Bond of \$550 to the Harvey Visitor Centre, which is refundable following a satisfactory inspection of the facility after the hirer's use.
- Complete the necessary booking application form.
- Attach a copy of the current public liability insurance policy to the application form.
- Take full responsibility for the cleaning up of structures and landscape after use and ensure all power boxes (front and rear of stage) are locked prior to leaving the area.
- Contribution of \$55.00 for Power. Costs apply for evening use (after 6.00pm).
- Recognize on all promotional literature for the event to be held at the Amphitheatre, that the Harvey Shire Council is the major sponsor and the Harvey Visitor Centre is the booking agent.
- Observe all rules and safety procedures put into place for the good conduct of the Amphitheatre.
- The hirer/user shall advise the Harvey Visitor Centre of any event where more than 300 people are expected to be present.
- Not allow the consumption of alcohol at the venue without the written approval of Council. If selling alcohol you must hold a current liquor licence issued by the Licensing Court.

Glasses or glass containers are not permitted in the venue.

PRIVATE FUNCTION

The Council proposes that a scale of fees be imposed for the use of the amphitheatre stage/auditorium by private groups for the purposes set out below and at the rate and conditions set out hereunder:

FEES

Hire:	
Family reunions	\$128.80
Wedding ceremonies & receptions	\$194.00
Wedding ceremonies (no reception)	\$ 64.00
Wedding Photos	NIL
Business function	\$321.00
Private Community Function	\$129.00
Use of BBQ facilities	NIL
Designated picnic area	\$50
Electricity	\$55

Plus \$30per hour for each hour or part thereof after 6pm on all above functions.

CONDITIONS

The applicant applying for use of the amphitheatre will be required to:

- **Pay a Bond of \$550** to the Harvey Visitor Centre, which is refundable following a satisfactory inspection of the facility after the hirer's use.
- Complete the necessary booking application form.
- Attach to the application form a copy of the current public liability insurance policy (business groups only)
- Take full responsibility for the cleaning up of structures and landscape after use and ensuring all power boxes are locked up prior leaving the area.
- Recognise on all promotional literature for the event to be held at the amphitheatre, that the Harvey Visitor Centre is the booking agent.
- Observe all rules and safety procedures put into place for the good conduct of the amphitheatre.
- The hirer/user shall advise the Harvey Visitor Centre of any event where more than 300 people are expected to be present.
- Not allow the consumption of alcohol at the venue without the written approval of Council. If selling alcohol you must hold a current liquor licence issued by the Licencing Court. Glasses or glass containers are not permitted in the venue

GENERAL CONDITIONS FOR HIRERS - Where over 300 people are expected

The following procedures are to be applied to all hirers/users of the amphitheatre stage/auditorium:

- The hirer/user shall advise the Harvey Visitor Centre of any event where more than 300 people are expected to be present
- Where the hirer/user believes that attendances at the event will exceed 300 people, they will be required to:

- Arrange, at their cost, the delivery and removal of portable chemical toilets to be located at a place in the venue and in numbers to be prescribed by Council's Principal Environmental Health Officer

- Arrange with Council's Law & Safety Services Dept a traffic management plan

- The traffic management plan will provide for the establishment of a secure car parking area for event patrons on the Harvey Sports ground, Harvey High School pick up area or other suitable location

- A shuttle bus service to operate between the chosen car parking area and amphitheatre

No vehicles other than those necessary for the event organizing or transporting of aged/disabled patrons will be permitted to enter the amphitheatre grounds or park within designated areas or on the road verge along Weir Road

BOOKING APPLICATION FORMS

All intended hirers of the Harvey Dam Amphitheatre are require to complete a booking application form and pay the deposit to secure and confirm such use.

BOOKING AGENT

The Harvey Visitor Centre has been appointed by Council to act as the booking agent for the amphitheatre stage/auditorium.

BOOKING APPLICATION

Harvey Dam / Amphitheatre

CONTACT NAME _____

ORGANISATION NAME _____

ORGANISATION
ADDRESS _____

PURPOSE OF HIRE _____

FUNCTION DATE _____ PHONE: _____

TIMES REQUIRED _____ TO _____

(*Please X appropriate box)

FREE FOR HIRE (non-profit organisations) must pay bond, electricity and cushion hire.

PRIVATE FUNCTION: Reunion, Wedding, Business function. (photos no charge)
Bond, hire fee, cushion hire plus \$30 per hour after 6pm

PROFESSIONAL / COMMERCIAL GROUPS OR ORGANISATIONS
Bond, hire of \$180 per day, cushion hire plus \$41.20 per hour after 6pm.

_____ # OF PEOPLE EXPECTING TO ATTEND FUNCTION

NO ALCOHOL OR LIQUOR LICENCE # _____

BOND PAYMENT

A Bond Payment of \$550.00 needs to be submitted to secure this application. (Not negotiable)

PUBLIC LIABILITY INSURANCE

A copy of the applicant's current public liability insurance policy needs to be submitted with this application

HIRER'S ACKNOWLEDGEMENT

I/We have been informed of all conditions of hire of the Harvey Dam / Amphitheatre and agree to abide by same.

SIGNED: _____

DATED: _____

COST:	
550.00	BOND
_____	HIRE
_____	ELECTRICTY
_____	= TOTAL

