

# Venue booking application



City of HOBART

## When to use this form

Use this form to request a booking for the following venues:

- [Hobart Town Hall Ballroom](#), corner of Macquarie and Elizabeth Streets, Hobart
- [Hobart Town Hall Underground](#), corner of Macquarie and Elizabeth Streets, Hobart
- [City Hall](#), corner of Macquarie and Campbell Streets, Hobart
- [Elizabeth Street Conference Room](#)
- [Mawson Place Waterside Pavilion](#)
- [Mawson Place Concourse](#)
- Banners and Flags (Town Hall)

To hold an event at one of these locations you will need to have Public Liability insurance (\$20m or above).

For the current fees and charges for the hire of these venues please refer to our [website](#). All bookings are subject to application approval and availability.

## Covid Safe Requirements

Please be aware of the following:

- your group must comply with the Tasmanian Government COVID-19 requirements applicable to the booking date. This includes group size, physical distancing, contact tracing, hygiene and any other relevant requirements.
- if any patron looking to attend your event is unwell, or have been asked to isolate they should stay home and not attend.
- you are required to clean/sanitise surfaces throughout your event and maintain a high level of hygiene.
- you are required to provide hand sanitiser and communicate the need for patrons to wash hands thoroughly and avoid unnecessary touching of surfaces around the venue.
- if your booking exceeds the maximum number permitted to gather you will be asked to leave and your booking will not be refunded.

Visit the [State Government website](#) for up to date Tasmanian Government COVID-19 requirements.

To confirm availability before completing this form contact the City via email [coh@hobartcity.com.au](mailto:coh@hobartcity.com.au) or telephone 6238 2765.

## Applicant details

I would like to apply as: (Select 1 option) Required

- an individual
- an organisation or company
- a City of Hobart employee on behalf of the City

Answer this question if you:

- selected 'a City of Hobart employee on behalf of the City' in *Applicant details > I would like to apply as:*

Or if you:

- selected 'an individual' in *Applicant details > I would like to apply as:*

**First name** Required

Answer this question if you:

- selected 'a City of Hobart employee on behalf of the City' in *Applicant details > I would like to apply as:*

Or if you:

- selected 'an individual' in *Applicant details > I would like to apply as:*

**Last name** Required

Answer this question if you selected 'a City of Hobart employee on behalf of the City' in *Applicant details > I would like to apply as:*

**Work unit** Required

Answer this question if you selected 'an organisation or company' in *Applicant details > I would like to apply as:*

**Organisation or company name** Required

Answer this question if you selected 'an organisation or company' in *Applicant details > I would like to apply as:*

**Contact person first name** Required

Answer this question if you selected 'an organisation or company' in *Applicant details > I would like to apply as:*

**Contact person last name** Required

**Email address** Required

**Telephone number** Required

This information applies if you selected 'an individual' in *Applicant details > I would like to apply as:*

## Address

This information applies if you selected 'an organisation or company' in *Applicant details > I would like to apply as:*

### Address (organisation or company)

Skip this question if you selected 'a City of Hobart employee on behalf of the City' in *Applicant details > I would like to apply as:*

**Unit/Street number** Required

Skip this question if you selected 'a City of Hobart employee on behalf of the City' in *Applicant details > I would like to apply as:*

**Street name** Required

Skip this question if you selected 'a City of Hobart employee on behalf of the City' in *Applicant details > I would like to apply as:*

**Suburb** Required

Skip this question if you selected 'a City of Hobart employee on behalf of the City' in *Applicant details > I would like to apply as:*

**State/Territory (Select 1 option)** Required

- Tasmania
- Victoria
- New South Wales
- South Australia
- Queensland
- Northern Territory
- ACT
- WA

Skip this question if you selected 'a City of Hobart employee on behalf of the City' in *Applicant details > I would like to apply as:*

**Postcode** Required

Skip this question if you selected 'a City of Hobart employee on behalf of the City' in *Applicant details > I would like to apply as:*

**Is this your postal address? (Select 1 option)** Required

- yes
- no

Answer this question if you selected 'no' in *Applicant details > Is this your postal address?*

**Postal address** Required

Skip this question if you selected 'a City of Hobart employee on behalf of the City' in *Applicant details > I would like to apply as:*

**Preferred contact method (Select 1 option)** Required

- email
- telephone
- Australia Post

Answer this question if you selected 'an individual' in *Applicant details > I would like to apply as:*

**Do you have Public Liability insurance? (Select 1 option)** Required

- yes
- no

This information applies if you:

- selected 'an individual' in *Applicant details > I would like to apply as:*
- and selected 'no' in *Applicant details > Do you have Public Liability insurance?*

An additional fee of \$27 will be charged to cover the cost of providing public liability insurance up to the value of \$20 M.

Answer this question if you:

- selected 'yes' in *Applicant details > Do you have Public Liability insurance?*

Or if you:

- selected 'an organisation or company' in *Applicant details > I would like to apply as:*

**Attach Public Liability insurance (Certificate of Currency)** Required



Please attach all files to the end of this form before submitting it.

Skip this question if you selected 'a City of Hobart employee on behalf of the City' in *Applicant details > I would like to apply as:*

**Are you applying for a City of Hobart grant to cover the fees for this booking? (Select 1 option)** Required

- yes
- no

This information does not apply if you selected 'a City of Hobart employee on behalf of the City' in *Applicant details > I would like to apply as:*

The City of Hobart grants program supports community-driven activities that make a real difference for people and the communities. To check if your booking is eligible for a grant, visit our [website](#) or contact the grants officer via email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au).

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## Booking details

**Which location would you like to book? (Select 1 or more options)**

- City Hall
- Elizabeth Street Conference Room
- Mawson Place Waterside Pavilion
- Mawson Place Concourse
- Hobart Town Hall Ballroom
- Hobart Town Hall Underground
- Hobart Town Hall banners
- Hobart Town Hall flags

This information applies if you made a selection that includes 'Hobart Town Hall flags' in *Booking details > Which location would you like to book?*

Please refer to our [Flag Management Policy](#)

Answer this question if you made a selection that includes 'Hobart Town Hall flags' in *Booking details > Which location would you like to book?*

**What flags would you like to have?** Required

Answer this question if you made a selection that includes 'Hobart Town Hall banners' in *Booking details > Which location would you like to book?*

**What banners would you like to have?** Required

Answer this question if you:

- made a selection that includes 'Hobart Town Hall banners' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Hobart Town Hall flags' in *Booking details > Which location would you like to book?*

**Please provide a full description** Required

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Answer this question if you:

- made a selection that includes 'City Hall' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Elizabeth Street Conference Room' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Mawson Place Waterside Pavilion' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Mawson Place Concourse' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Hobart Town Hall Ballroom' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Hobart Town Hall Underground' in *Booking details > Which location would you like to book?*

**What type of event do you want to have? (Select 1 option)** Required

- Wedding ceremony
- Wedding reception
- Conference
- Training
- Theatre performance
- Meeting
- Concert
- Group fitness class
- Cocktail function
- Party/celebration
- Fundraiser
- Dance performance
- Dance class
- Exhibition
- other

Answer this question if you selected 'other' in *Booking details > What type of event do you want to have?*

**Please specify** Required

Answer this question if you:

- made a selection that includes 'City Hall' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Elizabeth Street Conference Room' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Mawson Place Waterside Pavilion' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Mawson Place Concourse' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Hobart Town Hall Ballroom' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Hobart Town Hall Underground' in *Booking details > Which location would you like to book?*

**Please provide a full description of your event** Required

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Answer this question if you:

- made a selection that includes 'Elizabeth Street Conference Room' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Hobart Town Hall Ballroom' in *Booking details > Which location would you like to book?*

**How would you like the room set up?** Required (e.g. theatre style with 100 chairs, 2 trestle tables to the side and lectern on the stage)



Answer this question if you:

- made a selection that includes 'City Hall' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Elizabeth Street Conference Room' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Mawson Place Waterside Pavilion' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Mawson Place Concourse' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Hobart Town Hall Ballroom' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Hobart Town Hall Underground' in *Booking details > Which location would you like to book?*

**What is the approximate number of people attending at any one time?** Required

**Start date** Required (submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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**Finish date (if more than 1 day)** (submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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Answer this question if you:

- made a selection that includes 'City Hall' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Elizabeth Street Conference Room' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Mawson Place Waterside Pavilion' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Mawson Place Concourse' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Hobart Town Hall Ballroom' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Hobart Town Hall Underground' in *Booking details > Which location would you like to book?*

**Day(s) of event** Required

Skip this question if you:

- made a selection that includes 'Hobart Town Hall banners' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Hobart Town Hall flags' in *Booking details > Which location would you like to book?*

**Start time** Required (please include time needed for set up)

Skip this question if you:

- made a selection that includes 'Hobart Town Hall banners' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Hobart Town Hall flags' in *Booking details > Which location would you like to book?*

**Finish time** Required (please include time needed for pack down)

Skip this section if you:

- made a selection that includes 'Hobart Town Hall banners' in *Booking details > Which location would you like to book?*

Or if you:

- made a selection that includes 'Hobart Town Hall flags' in *Booking details > Which location would you like to book?*

## Specific requirements

Is the event open to the public? (Select 1 option) Required

- yes  
 no

Answer this question if you selected 'yes' in *Specific requirements > Is the event open to the public?*

Please provide details including ticketing information, event times and a contact telephone number that can be given to the public. This information will help us refer enquiries about your event. Required

Answer this question if you selected 'yes' in *Specific requirements > Is the event open to the public?*

Will an admission fee be charged? (Select 1 option) Required

- yes  
 no

Will you be selling or serving food or drinks? (Select 1 option) Required

- yes  
 no

This information applies if you selected 'yes' in *Specific requirements > Will you be selling or serving food or drinks?*

You may need to obtain a permit. Further information can be found on the our [website](#).

For assistance please contact the City of Hobart's Environmental Health Unit on 6238 2715.

Will alcohol be sold? (Select 1 option) Required

- yes  
 no

This information applies if you selected 'yes' in *Specific requirements > Will alcohol be sold?*

If you want to sell alcohol you will need to apply to the [Liquor and Gaming Board of Tasmania](#). As part of your application to the Liquor and Gaming Board of Tasmania you will need to provide evidence of your venue booking. This will be sent to you once we have approved your booking application.

**Will alcohol be served or consumed? (Select 1 option)** Required

- yes
- no

Answer this question if you selected 'yes' in *Specific requirements > Will alcohol be served or consumed?*

**Please provide details of how you will ensure responsible serving of alcohol** Required

Answer this question if you made a selection that includes 'Hobart Town Hall Ballroom' in *Booking details > Which location would you like to book?*

**Will you need use of the: (Select 1 option)** Required

- organ
- piano
- neither

**Do you have any additional requests or needs?**

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## Terms and conditions

1. The Hobart City Council of 50 Macquarie Street, Hobart Tasmania 7000 (ABN 39 055 343 428) offers a variety of venues across the municipality for hire by the public.
2. Payment of the hire fee for the relevant venue must be made on or within Sixty (60) days from the date of the event but no less than fourteen (14) days prior to the event start date whichever comes first.
3. In consideration of payment of the hire fee the Council will permit you to use the relevant venue for the specified purpose during the booking times.
4. In making your application you must provide sufficient details to permit the Council to assess the nature of your proposed use of the relevant venue.
5. The Council may request additional details from you to help with the assessment of your application. Failure to comply with a request made under this clause 5 may result in your application to book being declined.

- 6.** The Council may, in its sole and absolute discretion, decline your application to book of one of its venues.
- 7.** You acknowledge that in making the booking you have not relied on any representations or warranty from the Council that the venue will be suitable for your particular purpose.
- 8.** You may cancel your booking not less than one month from the start date of the proposed booking without incurring a cancellation fee.
- 9.** If you elect to cancel your booking within one month from the start date of the proposed booking you will be charged an amount equal to half (50%) of the total hire fee for the relevant venue which you would have incurred had the booking proceeded.
- 10.** If you are unable to attend your booking for any reason whatsoever (including due to circumstances outside of your control, including, but not limited to, restrictions imposed in response to Covid-19) you will still be liable for payment of the hire fee. However, you may elect to cancel your booking in accordance with clause 9 above and incur the reduced charge stipulated in that clause.
- 11.** The Council may, in its sole and absolute discretion, require you to provide a monetary sum to be held as a bond as part of your booking ("Bond").
- 12.** If a Bond is required, it will be returned to your nominated account by electronic funds transfer within fourteen (14) days from the final day of your booking less any amount retained to cover any damage to the venue, or loss of income or any reasonably incurred expenses of the Council in connection with your booking.
- 13.** No interest will be paid on any Bond.
- 14.** You agree to vacate the venue at the nominated time and acknowledge that your failure to do so may incur additional fees.
- 15.** You will be responsible for any damage to the venue, fixtures and fittings, or loss of income or any reasonably incurred expenses of the Council in connection with your booking.
- 16.** The Council reserves the right to cancel your booking without penalty if the venue is required for a civic purpose, including, but not limited to, as part of the Council's response to an emergency.
- 17.** If alcohol is to be served as part of your booking you must provide details of how it will be served responsibly.
- 18.** You acknowledge that smoking is prohibited in all of the Council's venues.
- 19.** If alcohol is to be sold, a Liquor Licence must be obtained from the Commissioner for Licensing, Liquor and Gaming, Department of Treasury and Finance, the contact details for which are as follows: phone (03) 6166 4040 or [website](#).
- 20.** You must leave the venue in a clean and tidy condition, including, but not limited to, removing all waste from floor areas and depositing it in the bins provided before leaving the venue. Failure to do so may incur an additional fee.
- 21.** You are required to make yourself aware of the evacuation plan for relevant to the venue that has been booked and to follow this plan in the event of an emergency.
- 22.** There is a 2.5 tonne weight limit on the Town Hall parking area which is accessed from Elizabeth Street. Any vehicles or equipment weighing more than this must not enter or park in this area.
- 23.** The Town Hall Ante Room is a fire exit and seating is not permitted in this space.
- 24.** Any special arrangements for the use of the organ or piano must be discussed with the Hall keeping Coordinator prior to the commencement of your booking.

**25.** The Town Hall, City Hall, Mawson Place Waterside Pavilion and Elizabeth Street Conference Room are Places of Public Assembly and may have certain restrictions around capacity. Contact the Hall keeping Coordinator to discuss your specific requirements prior to the commencement of your booking.

**26.** If you wish to use water-based smoke machines, hazers, or any other effect that results in significant particle release (smoke, dust or mist), this will require isolation of the emergency alarm system. This will incur an additional fee. These arrangements must be discussed with the Hall keeping Services Coordinator prior to the commencement of your booking.

**27.** No lighting or sound rigs are to be suspended from the City Hall ceiling unless the hirer agrees to use the existing hanging points and provides a certificate from a qualified structural engineer.

**28.** Bookings for the Mawson Place Waterside Pavilion are for the building only and not the concourse. Separate approval is required for the use of this space.

**29.** You agree, in respect of the booking, to comply with all applicable laws. Without limiting the applicability of this clause your attention is drawn in particular to any directions made under the *Emergency Management Act 2006* (Tas) or the *Public Health Act 1997* (Tas), including the requirement to maintain a "Covid-19 Safety Plan" in accordance with the Direction made under section 16 of the *Public Health Act 1997* (Tas) titled "Workplace COVID Plan – No. 1" made on 14 June 2020.

**30.** Additionally the hirer must ensure that their event and throughout the hire of the facility that their behaviour and actions do not breach not breach any law, and in particular *the Anti-Discrimination Act 1998* (Tas). People involved with the hirer's event must not:

a. treat anyone less favourably because of: race; age; sexual orientation; lawful sexual activity; gender; gender identity; intersex variations of sex characteristics; marital status; relationship status; pregnancy; breastfeeding; parental status; family responsibilities; disability; industrial activity; political belief or affiliation; political activity; religious belief or affiliation; religious activity; irrelevant criminal record; irrelevant medical record; or association with a person who has, or is believed to have, any of these attributes;

b. engage in any conduct which offends, humiliates, intimidates, insults or ridicules another person on the basis of: gender; race; age; sexual orientation; lawful sexual activity; gender identity; intersex variations of sex characteristics and disability; marital status; relationship status; pregnancy; breastfeeding; parental status or family responsibilities in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated, intimidated, insulted or ridiculed;

c. sexually harass another person including by making any unwelcome sexual gesture, action or comment of a sexual nature in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated, intimidated, insulted or ridiculed;

d. incite hatred towards, serious contempt for, or severe ridicule of, a person or a group of persons on the ground of: race; disability; sexual orientation or lawful sexual activity; religious belief or affiliation or religious activity; gender identity or intersex variations of sex characteristics of the person or any member of the group.

See Equal Opportunity Tasmania's [website](#) for more information on the *Anti Discrimination Act*.

**31.** You agree to indemnify the Council from any damages, costs, losses, liabilities, expenses and claims (including in relation to any loss, damage or injury to property or person or death) in connection with your use of the venue, except to the extent that such damages, costs, losses, liabilities, expenses and claims are directly attributable to the negligence of the Council or its agents. This clause 29 survives the expiry or termination of these terms and conditions.

**32.** You warrant that if you are making a booking on behalf of an organisation that you have the authority to bind that organisation to these terms and conditions.

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## Indemnity and declaration

### Indemnity statement

You agree to indemnify the Council from any damages, costs, losses, liabilities, expenses and claims (including in relation to any loss, damage or injury to property or person or death) in connection with your use of the venue, except to the extent that such damages, costs, losses, liabilities, expenses and claims are directly attributable to the negligence of the Council or its agents. This clause 29 survives the expiry or termination of these terms and conditions.

### Declaration

**In making this application: (Select 1 or more options)**

- I declare that the information and any attachments I have provided are true and correct and I agree to comply with all clauses of the indemnity statement outlined above. Required
- I have read and accept the terms and conditions associated with my booking. Required
- I agree that by typing my name below I have signed this application. Required

Answer this question if you selected 'an organisation or company' in *Applicant details > I would like to apply as:*

**(Select 1 or more options)**

- I am duly authorised to sign on behalf of the organisation/company named as the applicant, which binds the organisation/company to the terms and conditions. Required

**Name of signatory** Required

**Date** Required (submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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For information on how the City of Hobart manages, handles and protects personal information it collects please refer to the [Privacy Statement and Policy](#).

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*End of form*

*Don't forget to attach all files before submitting this form*