



# BYRON SHIRE COUNCIL

“A”

## Checklist for Casual and Regular Hirers (non-commercial) for hiring a Council Facility in relation to Public Liability

[Name of facility]

**A Casual and Regular Hirers Policy (\$10 million) exists in order to cover hirers using Council facilities.**  
Definitions of “Casual” and “Regular” Hirers are as follows

**Casual Hirer** Any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or 12 times per calendar year.

**Regular Hirer** Any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, more frequently than once per calendar month or 12 times per calendar year.

**Any other Hirer not Defined above should refer to and complete the following Form “B”.**

<b>Name of Person Group/Organisation hiring the facility:</b>			
<b>Contact Person’s Name (if different to above)</b>			
<b>Telephone No.</b>		<b>Email</b>	
<b>Date(s) of hire of the facility</b>			

The following information must be completed by the applicant

Criteria for Casual Hirer	YES	Comment (if any)
The person, group or organisation <b>is not</b> a sporting body, club, association, corporation or incorporated body.		
a) The hire is for non-commercial or non-profit making purposes. OR		Name the activity to be conducted::  Eg group meeting, wedding, birthday celebration etc.
b) The hirer is fundraising for an individual, a charity or community organisation or group which: i) Is not a sporting group, club, association, corporation or incorporated body; ii) Is not a sole trader or registered business; iii) Is not making a personal financial gain from the activity; iv) Is not a commercial activity; v) Is not a large (eg the halls capacity) evening event where alcohol will be sold or BYO. vi) Provides the committee a signed statement from the hirer and beneficiary that identifies the hirer and the intended beneficiary will be receiving all proceeds made from the activity.		Provide details of the activity.
<i>The person, group or organisation as stated above acknowledges that they are responsible for the claim excess of \$1,000 per claim.</i>		<b>Signed:</b> <b>Print Name:</b> <b>Date:</b>

Note:

- If the Section 355 Management Committee managing the facility is not satisfied the person, group or organisation meets the “Casual or Regular Hirer” criteria above, the information will be provided to Byron Shire Council’s Insurers for determination of the matter.
- The Section 355 Management Committee has the right to refuse hire of the facility or terminate any hirer’s agreement until they are satisfied Public Liability Insurance requirements are met.