



Scouts Australia NSW
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**HIRE OF SCOUT PREMISES
 REGULAR USE**

IMPORTANT

This form is to be completed by the Scout Group/Region, not by the hirer.

Applications will be delayed or rejected unless all 9 points are completed and relevant information attached.

Groups should send the completed form to their **REGION OFFICE** for consent, **not** direct to NSW State Office.

Guidelines can be found in the NSW *Organisation and Information Handbook*, and should be studied before any decision to sublet is made.

Note: A tick or cross in the boxes below will be taken as “yes”

Group _____ Region _____

Property Ref # _____ Address of premises _____

1. LICENSEE (HIRER)

Licensees (Hirers) name _____

Trading as (if applicable) _____

Will the licence document be ratified under a common seal? If so provide the Names and Positions held of authorised signatories *e.g. John Smith – Director and Mary Brown – Treasurer*

Show whether the hirer is a:

Company registered under the Corporations Law with ACN _____

Proprietor(s) of a business name ABN (if applicable) _____

Association registered under the Associations Incorp Act ABN (if applicable) _____

Unregistered voluntary group. *For playgroups show registered no. with Playgroup Association of NSW* _____

2. USAGE

For the purpose of _____ at the following times _____

_____ on _____ (days of the week)

Indicate extent of use Every week School terms only (40 weeks)

Other - specify frequency _____

3. ATTENDANCE

Number of sessions/classes _____ Average number of persons attending each session/class _____

Fees payable by those persons to the proposed licensee (hirer) \$ _____ per session/class

4. CONTACTS

Please provide details of the contact person or persons. All partners of a business should be shown. For companies or incorporated Associations and Girl Guides one person will suffice. For non-profit associations at least three persons are required to enter into the proposed licence on behalf of the organisation.

1	Full Name _____	Telephone (____) _____
	Address _____	
	Title _____	Signatory to Licence ? <input type="checkbox"/> Yes <input type="checkbox"/> No
	(e.g. President, Manager, etc)	
2	Full Name _____	Telephone (____) _____
	Address _____	
	Title _____	Signatory to Licence ? <input type="checkbox"/> Yes <input type="checkbox"/> No

5. AUDIT REPORT

_____ Date of Audit Report (each Group has an audit report of their hall)

Have all recommendations been satisfied? Yes No

***NB.** A written report must be submitted with the P3 application to Region stating what works are completed under the Audit Report and a programme detailing the expected completion dates for outstanding works. **Please contact Region or State Office if you need a copy of this Audit Report.**

6. INSURANCE

Insurance evidence attached

Evidence must be attached to this application showing that the proposed licensee (hirer) has **Public Liability Insurance** cover for at least **\$10 million**. That evidence should be in the form of a Certificate of Currency from the hirer's insurance broker or underwriter. It should note: the policy number, future expiry date, and show the hirer, The Scout Association of Australia, New South Wales Branch, and the owner of the property, as interested parties. Keys should not be handed to hirers until evidence of insurance is produced.

7. FEE CALCULATION - All Fees must be approved by the Region Office.

The weekly fee is \$ _____ by way of licence payable by weekly monthly quarterly instalments

Has your Group/Region Committee considered the following cost factors in arriving at an appropriate fee to be charged? Yes No

Recurring Costs:-

- | | |
|---|---|
| <input type="checkbox"/> Cleaning | <input type="checkbox"/> Water & Sewerage Charges |
| <input type="checkbox"/> Garbage Charges | <input type="checkbox"/> Rent (where applicable) |
| <input type="checkbox"/> Allowance for depreciation of furniture and fittings if used | <input type="checkbox"/> Insurance payments |
| <input type="checkbox"/> Electricity and/or Gas | <input type="checkbox"/> Repairs & maintenance |

Non-recurring Costs: - **\$90.00** Cost of preparation of Scout Association's lease or licence payable by hirer
 Additional capital expenditure to provide for additional use of premises by others

GST:-

All licence agreements will contain a clause for payment of GST in addition to licence fees but licensees of Group, Rover or Fellowship-controlled property will be given written advice that no GST will be charged, as long as the formation concerned remains registered.

Please ensure that you have addressed/supplied all of the under mentioned items before submitting your application to Region Office. Applications must be submitted before the hirer commences use of premises.

- Completed application form – Applications will be sent straight back to Region if not all 9 points are addressed
- Update on Audit Report works
- Hirer's Photo Identification i.e. Copy of Drivers Licence or Passport
- Copy of the Hirers Certificate of Currency
- Licence application fee of \$90.00 cheque addressed to the Scout Association of Australia (NSW Branch) payable by hirer

8. SCOUT GROUP SIGNATURE

Signed by Group/Region _____ Date _____
Name of person signing _____ Position _____
Telephone (____) _____

9. REGION APPROVAL

Approved by _____ Regional Executive Committee
Signature of Region Office Manager _____ Date _____

WHEN COMPLETED, FORWARD THIS FORM WITH ALL OTHER RELEVANT DOCUMENTATION TO YOUR REGION OFFICE FOR APPROVAL