

<b>Title:</b>	<b>4.21 Hall Hire</b>
<b>Previous No:</b>	
<b>File No:</b>	
<b>Statutory Environment:</b>	<i>n/a</i>
<b>Minute No:</b>	
<b>Last Updated:</b>	<b>September 2015</b>
<b>Review Date:</b>	<b>September 2019</b>

**Objective:**

To provide the framework for the management of Council's Memorial Hall and Pavilion hire program. This aims to ensure that a range of user groups have fair and equitable access to Council's community facilities.

1. Bond and hire fees:

- The hirer must pay the bond and hire fees at the time of making the booking. A booking is only confirmed once payment in full has been made.
- Hire fees are charged on a scale as detailed in the Shire's Fees and Charges Schedule.
- The bond will be returned to the hirer when staff have inspected the venue after the function.
- If damages occur or extensive cleaning is required, these costs will be deducted from the bond. If the cost exceeds the bond paid, the hirer will be invoiced for the additional sum.

2. Furniture or equipment must not be dragged over the floor surfaces: trolleys are provided for the movement of chairs, tables and other furnishings.

3. Alcohol consumption - Council venues are unlicensed facilities. It is the responsibility of the Hirer to:

- obtain written permission from the Shire CEO to allow alcohol to be consumed at the venue;
- obtain an Occasional Liquor Licence from the Department of Racing, Gaming and Liquor;
- provide a copy of the Occasional Liquor Licence to the CEO;
- display the Occasional Liquor Licence prominently during the hire period;
- ensure that the requirements of the Liquor Licence are fulfilled;
- ensure that minors are not permitted in the bar or licenced area;
- organise and oversee staffing of the bar with personnel sufficiently trained in the responsible service of alcohol;

4. Cleaning supplies are available in each venue. It is a condition of hire that:
  - all food scraps are removed from the premises before the end of the hire period;
  - all indoor bins are emptied into the outdoor bins before the end of the hire period;
  - kitchen facilities, crockery and cutlery are left in a clean state with all equipment in working order;
  - shire staff are notified of all breakages;
  - all tables are cleared, wiped and stacked on the trolley;
  - the hirer informs shire staff of any spills/damage as soon as possible.
  
5. Decorations:
  - permission to decorate must be sought at the time of booking;
  - the following items must not be used without consulting shire staff: candles, confetti, blue tac, sticky tape, nails, pins, screws or anything that could deface the surfaces such as chemicals, paint etc.
  - all decorations must be completely removed after the function.
  
6. Compliance with Acts and Regulations:
  - the hirer will comply with the provisions of the Health Act, Liquor Act and any other act, regulation or local law in force at the hiring time and which is applicable to the hiring and use of the venue;
  - the shire CEO, health inspectors, liquor licensing officers and police have the right to enter any function for the purpose of making an inspection or enforcing any of the conditions;
  - the shire CEO, health inspectors, liquor licensing officers and police have the right to close down a function and remove all patrons from the building if regulations are not being met.
  
7. Other conditions:
  - Council reserves the right to amend these conditions at any time to ensure best management practices are met;
  - Council venues are a smoke free environment. Please do not smoke inside the building or within ten metres from the entrance;
  - Council's piano can only be moved under the supervision of shire staff. Please contact staff regarding piano use.
  - the hirer is responsible for any disorderly behaviour, unsuitable dress, obscene or insulting language in any part of the venue.
  - the shire CEO and/or the hirer have the right to refuse admission to any person.
  
8. Insurance:
  - Individuals hiring a shire venue are covered under the shire's Casual Hirers Liability Insurance.