

 DISTRICT COUNCIL OF TUMBY BAY	POLICY# 9.02 Hall Hire – Tumby Bay Soldiers Memorial POLICY AREA Recreation Services	Version No:	1
		Issued:	Oct 2011
		Next Review:	2018 After Next Election

1. OBJECTIVES

The objective of this policy is to provide direction to Council staff and the general public on the use and hire of the Tumby Bay Soldiers Memorial Hall and Kitchen including any equipment contained therein.

2. THE TUMBY BAY SOLDIERS MEMORIAL HALL AND KITCHEN

The Hall is licensed to hold 998 people. There are 251 seats in the upstairs area of the Hall and 528 folding seats available for the downstairs area. Council also has approximately 130 freestanding chairs available for hire. The Hall has separate ladies and men's ablutions. The Hall has a raised stage with a piano on the stage. There are a total of 2 pianos available for use.

The kitchen contains two stoves (*with ovens*), 3 urns and 2 fridges and has crockery, glasses, and cutlery.

3. APPLICATION AND BOOKING PROCEDURE

Any user wishing to hire the Hall and/or Kitchen is required to complete a "Permit For Occasional Hire" application form which is available from Mortlock Street Tumby Bay during office hours 8.30am to 4.30pm Monday to Friday excluding public holidays. Bookings for the Hall and Kitchen are processed in order of receipt and depend upon the availability at the time of booking. Council reserves the right to reject any booking.

4. INSPECTION AUDIT

The hirer to accompany a Council employee on an inspection audit of the facilities prior to the event and at the completion of cleaning of the facilities (after the event). Checklist form to be used for both audits. The Hirer and Council staff member to sign off on the audits.

5. FEES AND CHARGES

Council charges a hire fee for the use of the Hall and Kitchen. In addition to the hire fee, Council also charges all users a bond to cover any cleaning, damage, additional usage and additional hire fee that may become applicable. **No keys will be issued before the bond has been paid.** All fees and charges are as per the Council's "Fees and Charges" schedule and hirer's are advised to obtain Council's latest fees and charges schedule as they are subject to change annually.

All refunds of the bond fee will only be made after an inspection of the facility has been undertaken and it has been confirmed that the facility has been left in a clean and tidy condition. The hirer and a Council staff member are to sign the checklist. Where any additional cleaning costs and/or damage have occurred, the excess amount over the bond fee will be invoiced to the user if applicable. Please note that bond fees may take up to three weeks to be refunded. Bond refund payment can be made by cheque or electronic transfer (please provide details of bank account).

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6. CHARITABLE ORGANISATIONS

The Chief Executive Officer has authority to approve a reduction in fees for charitable and not-for-profit organisations. Requests for fee reductions must be made in writing.

7. CANCELLATION OF BOOKINGS

Normal hire charges may be applied if a cancellation is not received at the Council office at least seven days prior to the reserved date.

8. COUNCIL CIVIC FUNCTIONS

Council reserves the right to cancel a booking if the facility is required for an official function approved by Council. Every effort will be made to ensure that you have sufficient notification to make alternative arrangements should this occur.

9. EQUIPMENT

A number of chairs, crockery, cutlery, glasses, PA System and piano are available for hire.

Extreme care must be taken in moving and positioning tables, chairs and other equipment in order that such equipment does not damage the floor or walls, a charge will be applied for any maintenance or additional cleaning required. Please note that all tables and chairs must be returned to their designated storage area at the end of the function.

The hirer must ensure that all electrical items being brought into and used in the facility have been tagged and tested in accordance with AS3760.

10. NO SMOKING POLICY

The Hall and Kitchen are deemed NO SMOKING AREAS. Non-compliance with this policy may result in a loss of the bond fee and/or the person or organisation being refused any future use of the facility.

11. LAW AND ORDER

All users must comply with the provisions of the various acts relating to the use of Council amenities, including the Environmental Protection Act (*regarding noise levels*). All hirers must reduce the volume of sound level output if ordered to by the appropriate authorities or an authorised Council Officer. No structures are to be placed in front of, or in any way obstruct the access to, any fire extinguisher or exit located in the facility. All users shall comply with the provisions of the Health Act, Liquor Act, Police Act and Criminal Code, or any other Act in force.

12. PUBLIC/PRODUCTS LIABILITY

Occasional hirers are covered under District Council of Tumby Bay's Public Liability insurance. An occasional hirer is a hirer that does not hire the hall on a regular basis (*less than 6 times per year*). Access to this cover will be at the discretion of delegated officers of the Council.

If hall hire is required on a regular basis then Public Liability insurance cover of \$10,000,000 must be provided. Confirmation of current cover must be sighted.

13. GUESTS

Hirers are responsible for the actions of their guests and members whilst using the premises. The Hall is licensed to hold 998.

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14. HIRED AREA

The driving of tacks, nails, screws or affixing of adhesive materials, etc into or on any of the woodwork or walls or any part of the building, equipment or fixtures is not permitted. The hirer must ensure that:

- No lights or lighting fixture is interfered with in any way,
- All decorations, including flowers and all equipment used in excess of equipment provided by Council must be removed immediately after the period of hire terminates.
- No damage is caused to the building or any property, chattels, equipment, fixtures or fittings contained in the building.
- No Council property, chattels, equipment, fixtures or fittings are to be removed from the facilities.
- No inconvenience is caused to the owners or occupiers of property in the vicinity of the facilities.
- People attending functions are to remain within the area hired. Consideration of others is appreciated.

Please do not enter the hall before your designated time as other user groups may be using the facility.

15. FLOORS

No talcum powder, sawdust, polish, floor speed, resin, other surface altering substance or plants containing water are to be placed on the floors, without the express permission of Council. If floors are damaged in any way, a charge will be made for the appropriate restoration work to be carried out.

16. CLEANING

Hirers shall return all equipment to their designated area. All decorations, rubbish, etc must be removed from the building, especially food and food scraps from the kitchen and all areas used are to be left in a clean and tidy condition by the time the period of hire terminates. Hirers have until 12 noon the following day, (unless agreed otherwise by Council), to have the facility in a clean and tidy manner. Cleaning equipment is provided with cleaning products being supplied by the hirer.

Articles and goods left on the premises during the hire of the hall are left at the hirer's/owner's own risk. The District Council of Tumbay Bay accepts no responsibility for any items left on the premises after the completion of the function.

Hirers should ensure the following cleaning is undertaken as a minimum requirement at the end of any function;

Hall Entrance

Floors to be vacuumed

Designated Booking Area (E.g. Hall and/or Kitchen)

Floors to be swept and mopped (only with water and small amount of dishwashing liquid if required)

Any spillages should be mopped/wiped up immediately

All tables & chairs must be wiped and put away in their original positions

All waste to be removed

All appliances to be turned off after use

All foodstuffs, drinks, etc to be removed from fridge(s)

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Kitchen Area

All waste, food scraps, etc to be removed
Bench tops to be wiped down
If using stove all foodstuffs must be removed and appliances wiped out
Floors to be swept and mopped

Toilets

All waste to be removed
Bench tops and hand basins to be wiped and left clean and tidy
Floors to be swept and mopped
Mirrors to be wiped clean

17. SET UP TIME

When requested, a set up period will be considered subject to availability of the facility. Any set up time will be charged as per Council's "Fees and Charges" schedule.

18. LIQUOR & LIQUOR LICENSING

Hirers are permitted to consume, supply or sell liquor in the premises but must obtain a liquor license. Information re liquor licensing and an application form can be obtained at www.cbs.sa.gov.au which is Consumer & Business Services site (formerly Office of Liquor & Gambling).

Applications should be lodged at least 28 days prior to the function being held.

If you wish to apply for a license past 1am you will need the written approval of Council.

If you wish to apply for a license which includes an outside area you will need the written permission of Council.

In applying for a license you will need to notify the police.

19. LEAVING THE FACILITY, CALLOUTS & EMERGENCIES

Hirers must ensure that all doors and windows are securely fastened and lights and equipment turned off when leaving the facility.

20. FORMS & DOCUMENTS

District Council of Tumby Bay Permit for Occasional Hire of Council Facility
District Council Tumby Bay Hall, Kitchen & Kitchen Checklist

Strategic Link:

Delegation:

Documentation: Nil

Authority:	Adopted by Council:	10/10/2011	{Motion	No	19c/102011}
	Reviewed by Council:	10/11/2015	{Motion	No	7c/112015}

SIGNED:

Responsible Officer

Date: ____/____/____

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