



Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY							
COUNCIL MAJOR HALL HIRE POLICY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Policy No:</td> <td style="width: 50%;"></td> </tr> <tr> <td>Adopted by Council:</td> <td>21 February 2018</td> </tr> <tr> <td>Next review date:</td> <td></td> </tr> </table>	Policy No:		Adopted by Council:	21 February 2018	Next review date:	
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Senior Manager:	Director Corporate & Community Services						
Responsible Officer:	Coordinator Customer Service						
Functional Area:	Customer Service						
Introduction & Background	The Council Major Hall Hire Policy provides a framework for the administration and management of the hire of Major Halls within the municipality						
Purpose & Objectives	To provide consistent guidelines to Council and the Community on all aspects involved in hiring one of Council's Major Halls.						
Definitions	<p>For the purposes of this policy and procedures which may exist under this policy, Major Halls shall refer to:</p> <ul style="list-style-type: none"> • Kaniva Shire Hall • Edenhope Mechanics Institute 						
Policy Details							
1.	<p>Risk Management Requirements</p> <p>Risk management shall be a consideration in Council decision making.</p> <p>In accordance with its common law duty of care, statutory responsibilities and Council policy, Council will ensure that resources are allocated to support:</p> <ul style="list-style-type: none"> • Staff health and safety; • Corporate assets; • Corporate liability; • Corporate reputation; • Any other circumstances which may cause a loss to Council. <p>This will be achieved through the implementation of the risk management process, which is designed to identify significant risk exposures, and find acceptable solutions for eliminating, reducing or transferring them.</p>						



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2.	<p>Responsibilities</p> <p>Council is responsible for approving the Major Hall Hire Policy and for ensuring there is adequate budgetary provision for the implementation and maintenance of this policy.</p> <p>Council Customer Service Staff shall be responsible for ensuring that all information and booking requests received from the public are recorded and processed in an appropriate manner, that all bonds/deposits/hire fees paid are receipted correctly, and that any requests for bond repayments are forwarded to the appropriate finance officer as required.</p> <p>Council Finance Unit shall be responsible for processing any bond redemption requests received in a timely manner and also for pursuing any unpaid fees in an appropriate manner and timeframe.</p> <p>Public Hirers shall be responsible for providing a public liability insurance policy suitable to the event being held. Hirers are required to clean the hall appropriately after use, and shall leave the hall in a clean, and tidy manner, with all fixtures and fitting left in working order and all chairs, tables, etc returned to their original place.</p>
3.	<p>Description of Use</p> <p>Prior to the hiring of a Major Hall, the hirer must advise the nature of use they intend to hire the hall for. Council reserves the right to refuse hire if the intended use is deemed dangerous, illegal activity, or contrary to the aims or goals of Council. Any use outside of that authorised by Council may lead to Council levying additional charges on the user. Council reserves the right to refuse any future hire requests from a hirer who has use the hall outside of their approved use boundaries.</p>
4.	<p>Limit of Use</p> <p>The hirer has the right to use the particular part(s) of the hall and associated equipment hired for the purposes advised to Council when hiring. Council reserves the right to use other parts of the hall or equipment which are outside of the hire agreement at anytime.</p>
5.	<p>Sub-Letting</p> <p>A hirer may at no time sub let any part of a hall or equipment under a hire agreement unless express written permission is given by Council to do so.</p>
6.	<p>Insurance and Security</p> <p>It is the responsibility of the hirer to provide suitable public liability insurance for the event they are running. A copy of this insurance is required to be provided to Council.</p> <p>It is the responsibility of the hirer to provide sufficient security to cover the event for which they have hired the hall.</p>



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	<p>If in Council's opinion insufficient public liability insurance and/or security is insufficient for the nature of the hire, Council will refuse to hire the hall.</p>
7.	<p>Smoking</p> <p>All Council buildings are smoke free zones. No smoking is permitted within Council Major Halls.</p>
8.	<p>Alcohol</p> <p>The consumption of alcohol shall only be permitted in instances where the hirer has arranged a temporary liquor license and shall at all times be in accordance with the conditions of that license. All costs associated with obtaining such license shall be at the hirer's expense. The hirer must not allow any person without a Responsible Serving of Alcohol licence serve alcohol on the premises. The hirer will provide evidence of such licenses to Council on demand. Failure to do so by the hirer may result in the bond being forfeited and cancellation of the hire.</p>
9.	<p>Hire Rate</p> <p>The hire rate applied shall be the applicable rate as disclosed in the current Fees and Charges Schedule as appended to Council's Annual Budget.</p>
10.	<p>Damage</p> <p>The floors, walls, curtains, or any other part of the building or any fitting, fixtures or contents shall not be broken, pierced by nails or screws, or in any such manner or in any way damaged and no notice, sign or advertisement of any kind shall be erected in the buildings or attached or affixed to the walls, doors or any other portion of the buildings fittings, fixtures or contents.</p> <p>Council reserves the right to recover any costs incurred in repairs originating from damage caused by a hirer from the hirer.</p>
11.	<p>Bond</p> <p>A bond is required to be lodged at the time of hiring as a guarantee for fulfilment of these conditions and as a security against damage to the building and/or any furniture, fittings or contents (including crockery and cutlery) contained therein or for abnormal cleaning of the portion of the building used by the Hirer.</p> <p>Should the hirer not fulfil the conditions of hire the bond will be forfeited. If there is no breach of the conditions of the Hire or damage or injury to the building or any fittings or furniture or contents therein or abnormal cleaning to be done (of which the Council shall be the sole judge) the bond will be returned in full.</p>



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