



Conditions of Hire

1. Application for hire

Applications for hire are to be made on the appropriate form available online www.westwimmerashirecouncil.vic.gov.au or hard copy available at our offices in Edenhope and Kaniva. The form must be signed by the applicant stating the purpose and hours required and contain the applicant's undertaking to comply with the Conditions of Hire.

These Conditions of Hire, by virtue of the application form, form the basis for any Agreement to Hire. Organisations/groups with permanent yearly bookings will be required to complete a new Application for Hire form each year.

2. Bookings

Bookings will be regarded as tentative only until the Application for Hire form is completed (either hard copy or online). Should another hirer wish to use the venue, Council will make reasonable efforts to contact the nominated contact person by phone prior to removal of the tentative booking.

Semi-permanent bookings (ie bookings for each week on a continuous basis) can be made, subject to availability. Please ensure that a list of all times and dates is supplied with the Application for Hire form.

Hire fees to be paid prior to event or immediately after.

Note: if you have an Australian Business Number (ABN), please quote this on the application form where indicated.

3. Keys

Keys can be obtained from Customer Support staff during normal business hours 8.30am – 5.00pm. Organisations are required to nominate a person from the group to take responsibility for collection, safe keeping and return of keys to Customer Support staff on the first working day following the function.

Loss of any key will incur a charge of \$80.00 per key. Opening and locking up of facilities is the responsibility of the hirer.



4. Decorations

No decorations or any items shall be hung or attached to the internal structure of any hall or meeting room without the prior approval of the Council's Event Coordinator. Staple guns, nails, tape or blu-tack are **not** to be used. Ladders for placement of decorations are not to be leant against the walls, i.e. use step type ladders.

5. Housekeeping during the event

The hirer is responsible for the clean-up of spills and overflow of rubbish and fixing other hazards of any kind that arise during the event immediately. The hirer must have knowledge of where the cleaning products are kept.

The hirer is responsible for ensuring that chairs, tables and other equipment are used only for its intended purpose and any subsequent injury or damage caused as a result of inappropriate use during the hire.

6. Clean up

The onus is on the users to leave the venue as they found it.

- Main Hall timber floor swept
- Spills - should be mopped with warm water only
- Tables and Chairs are cleaned and returned to the designated area and stacked correctly
- Rubbish - bagged and placed in bins provided
- Recycling - should be kept separate and placed in correct bin
- All work surfaces to be wiped clean
- Vacuum the Supper Room

Council will provide cleaning equipment such as vacuum, brooms, mops, buckets and dust pans.

It must be understood that the clean-up is to take place as soon as possible after the event and during the period of use and that the clean-up applies to all areas used.



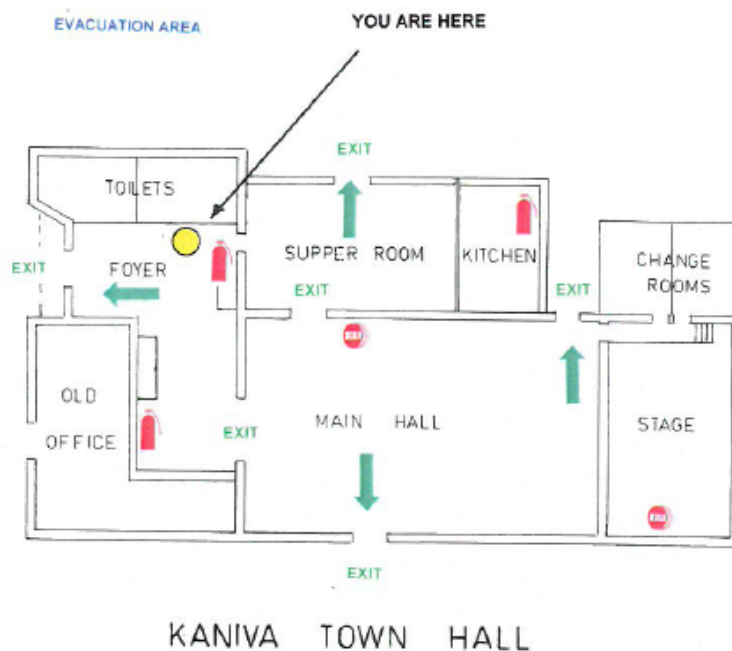
The hall premises and facilities must be left in a tidy condition by the hirer prior to vacating the premises. Failure to do so could lead to the hirer incurring an extra charge to reflect such additional costs as cleaning and removal of rubbish.

Any decorations must be removed within 24 hours of the end of the hire and not stored at the venue until a later date. Hirer must ensure that any heating/cooling and lights are turned off after their function.

7. Supervisory personnel

The organisers of the function are responsible for the supervision of the function and are required to familiarise themselves with all exits for evacuation purposes, and the Fire Alarm procedure.

o evacuation plan below



8. Piano

The piano is available for use and should not be taken off the stage without consent of Council.

Piano key is to be collected at the Kaniva Office.

9. Kitchen Usage Guidelines

The aim of the guidelines are to ensure that the kitchen is left tidy, clean and ready or use by others:



- All bench tops are to be wiped down after use.
- All dishes, including pots and pans, are to be washed, dried and put away after use and returned to designated cupboards.
- The griddle plate, stovetop and oven is to be wiped over and cleaned internally.
- All food items bought into hall must be removed by user groups.
- Sink must be wiped and dried after use.
- Floor must be swept and mopped.
- Wipe down walls if wherever there are splashes.
- Check fridge (and turn off), oven etc prior to departure.
- Please note all excess rubbish (more than able to fit in bins provided in the kitchen), is the responsibility of the individual user group and must be removed when departing the hall.
- The Hirer must report any malfunctioning equipment to Council.

If the above guidelines are not followed the Hirer will incur all costs for cleaning.

10. Insurance

Public Liability Insurance is an insurance policy held by the event organiser/hirer. It provides them with some protection should its operations or activities injure a member of the public or causes damage to property in some way.

All hirers are required to have Public Liability Insurance for any single event for the sum of \$10 Million.

The hirer shall either:

- Provide a current Public Liability Insurance policy for the sum of \$10 million and must be provided to Council at the time of submitting the application form for hiring the facility.



- Hirers should also be aware that council will not provide cover for personal accidents, sickness or disability unless they arise from the negligent acts or omissions of Council.

11. Liquor Licence/ Alcohol Consumption

The consumption of alcohol shall only be permitted in instances where the hirer has arranged a temporary liquor licence and shall at all times be in accordance with the conditions of that licence. 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/security being forfeited and cancellation of the hire.

12. Smoking

The hall has a no smoking policy and smoking is prohibited in any enclosed area of the hall, in the grounds of the hall and within 10 meters of doorways or other openings.

13. Damage to Council property

West Wimmera Shire Council must be notified immediately of any damage to property, equipment lost or damaged during the hire period.

The hirer is responsible to cover the following;

- If Council's property is lost, the hirer must pay the current replacement cost of the equipment;
- If Council's property is damaged, the hirer must pay for all repairs

18. Emergency Exits

Hirers are responsible for familiarising themselves with the evacuation plan and fire notices posted in the venues. In the event of an emergency organisers are responsible for safe evacuation of all patrons as per the evacuation plan. Please ensure that people with special needs are catered for.

Emergency exits and fire hose reels are not to be blocked by props, stands, tables etc and must be accessible at all times.

The hirer is responsible for ensuring that all patrons are aware of the evacuation plan before the event begins.



19. After Hours Contacts

For emergency maintenance situations that endanger or threaten to endanger the safety, health, of staff or visitors attending the building or the actual building or assets contained within the building eg. Structural damage, please call:

- West Wimmera Shire Council – Emergency number: