



Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY	
COUNCIL MAJOR HALL HIRE POLICY	Policy No:
	Adopted by Council: 18/06/2020
	Next review date: March 2023
Senior Manager:	Director Corporate & Community Services
Responsible Officer:	Business Performance Coordinator
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	For the purposes of this policy and procedures which may exist under this policy, Major Halls shall refer to: <ul style="list-style-type: none"> • Kaniva Shire Hall • Edenhope Community Centre
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"> • Health and safety of staff and public; • 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>



2.	<p data-bbox="312 338 518 371">Responsibilities</p> <p data-bbox="312 405 1430 472">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 data-bbox="312 488 1430 600">Council Business Performance and Customer Service Unit shall be responsible for developing and maintaining operational guidelines for each facility, including (but not limited to) how:</p> <ul data-bbox="360 633 1430 987" style="list-style-type: none">• information and booking requests received from the public are recorded and processed,• bonds/deposits/hire fees paid are receipted, and bond repayments are processed .• appropriate site induction for each facility being hired is conducted and recorded• emergency procedures <p data-bbox="312 1014 1430 1167">Council Finance Unit shall be responsible for processing any bond redemption requests received in a timely manner, and for pursuing any unpaid fees in an appropriate manner and timeframe. A schedule of hire rates will be submitted by the unit to Council annually through the budget process.</p> <p data-bbox="312 1193 1430 1384">Public Hirers shall be responsible for providing a public liability insurance policy suitable to the event being held. Hirers are required sign a hire agreement indicating that they have undertaken an appropriate induction as outlined in the operational guidelines and that they understand their responsibilities, which may include but are not limited to:</p> <ul data-bbox="360 1417 1430 1850" style="list-style-type: none">• Keeping the facility clean and free of hazards during use for the safety of the public/ patrons of the event or purpose for which the facility is hired.• Immediately reporting any major issues, incidents or hazards• 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.• Submit a request for bond repayments listing in good faith, any and all damage that occurred as a result of the hire that could not be reasonably described as wear and tear.
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3.	<p>Description of Use</p> <p>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.</p> <p>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 used the hall outside of their approved use boundaries.</p> <p>A hire request form will be a component of the operational guidelines and capture the nature of the intended hire.</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 any time.</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>The level of insurance and security will depend on the level of risk of damage to the facility and will be jointly determined with the hirer. If in Council's opinion insufficient public liability insurance and/or the security is insufficient for the nature of the hire, Council will refuse to hire the hall.</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 any damage likely to arise from the event for which they have hired 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 to serve alcohol on the premises. The hirer will provide evidence of</p>



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	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.
9.	Hire Rate
	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.
10.	Damage
	Council reserves the right to recover any costs incurred in repairs originating from damage caused by a hirer from the hirer.
11.	Bond
	<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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