

Conditions of Hire



1) Application for hire

Applications for hire are to be made on the appropriate form available online www.ngshire.vic.gov.au or hard copy available at our offices in Stawell and St Arnaud. 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) and a confirmation letter is sent. Invoices are required to be paid no later than 14 business days prior to the event, otherwise, keys can not be issued.

Should another hirer wish to use the venue, Council will make reasonable efforts to contact the nominated contact person by phone on three separate occasions, prior to removal of the tentative booking. The group with the tentative booking, once contacted, has two working days in which to return the Application for Hire form or the alternate group will gain the rights to the venue.

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 paid will not be refundable within two weeks of the event.

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 before 4.00pm in Stawell and 3.00pm in St Arnaud. It is the responsibility of the hirer to return the 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 Council's Facilities Coordinator. Staple guns, nails, tape or bluetack 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.

Linoleum floors swept and mopped

Wooden floors swept - no detergent is to be used on polished floors

Spills - should be mopped with warm water only

Trestle tables - put away. Note: Hall keeping staff will put away round tables

Chairs - stacked

Rubbish - bagged and placed in bins provided

Recycling - should be kept separate and placed in the correct bin

All work surfaces to be wiped clean

Mops, brooms, bins and cleaning requisites can be provided and will be made available by hall keeping staff.

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.

Clean up work not done will be completed by hall keeping staff at a rate of \$70.00 per hour which will be billed to the hirer.

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.

- St Arnaud Town Hall - When the Stewart Hall Balcony is being used, the gate outside the main fire exit must be unlocked and open for the entire function and locked again at the end.

Supervisory personnel are to be conversant with the Conditions of Hire.

8) **Pianos**

St Arnaud Town Hall

The Baby Grand piano is available for use, but with the involvement of the Arts Council members. Please contact John Dods 0427 908 310.

Stawell Entertainment Centre

For use of the grand piano and upright piano, approval is required from the Stawell Performing Arts Company Inc on spaci@outlook.com or message via Facebook

9) Crockery/cutlery (St Arnaud Town Hall and Stawell Entertainment Centre only)

Paying hirers have use of the crockery and cutlery. Non-paying hirers will need to supply their own. Tea/Coffee making facilities and hot water urns are available at no cost.

10) Setting up of equipment (St Arnaud Town Hall and Stawell Entertainment Centre only)

The hirer may perform this function at their own risk or setup can be arranged with the hall keeper. The setup should be finalised at least one week prior to the function for convenience and ease of preparation. Not for private parties.

If you require the retractable seating for your event, you must organise prior with the hall keeper. The seating can not be set without the hall keeper (Stawell Entertainment Centre only).

If you require stage stairs for your event, you must organise prior with the hall keeper. The stage stairs can not be set without the hall keeper. Side rails must not be taken off.

11) Liquor Licence / Alcohol Consumption fees

The St Arnaud and Stawell Senior Citizens Centres are not licensed premises. Applications, where the use of liquor is indicated, may not be approved as it is preferred that alcohol not be consumed on these premises at any time.

Our venues are not licensed premises, therefore the onus is on the user to gain any appropriate liquor licences.

Consumption of alcohol:

If alcohol is to be consumed at an event (whether sold or BYO), a Temporary Permit Application to Consume Liquor in a municipal place is required from Council's Local Laws Department, Local Laws 5358 8700 (www.ngshire.vic.gov.au).

If alcohol is to be sold or included in the ticket price, contact the Victorian Commission for Gambling & Liquor Regulations on 1300 182 457 to find out if your hire requires a liquor licence. If required, please attach a copy of the Temporary Liquor Licence to the Application for Hire form.

www.vcgr.vic.gov.au

Liquor Licensing Commission
State Government Offices
Mair Street
BALLARAT, VIC 3350
Ph: (03) 5333 6724

12) Food Permit

If food is to be consumed, you must contact Council's Environmental Health Department on 5358 8700 to obtain a permit.

13) Smoking

Our complex is a No Smoking Area. This includes devices that produce and potentially produce smoke (e.g. dry ice machines, candles, open flames, etc.). This applies to **ALL** functions.

14) Insurance

Council has arranged Public Liability Insurance for casual hirers of its facilities for most activities; however, a number of exclusions apply. The Hirer may, however, be required to arrange Public Liability Insurance (\$10M) depending on the nature of the hire and Council staff will advise hirers of their requirements, if necessary, following the receipt of the completed Application for Hire form.

15) **Fee waiver**

Council provides facilities to assist and encourage community events, and as such will waive **base hire fees** for hiring of those facilities if all of the following criteria are met:

- the community group is from within the Northern Grampians Shire Council;
- the community group is defined as a Not for Profit, Charity or Public Benevolent Institution by the Australian Tax Office;
- the community group can demonstrate a direct benefit from the hire to Northern Grampians Shire residents.

Any fees for additional requirements or non-compliance charges (as per the Schedule of Fees & Charges) will be payable including but in no way limited to CFA False Alarm call out charges or cleaning and repair costs.

16) **Reduction in fees**

Council occasionally receives requests to consider giving to them a reduction in fees or free use of its facilities.

Please note that is Council's practice that fees for use of its facilities must be paid in full and that any request for a reduction in fees will only be considered after payment has been made.

Council will consider such requests individually and on their merits and make no guarantee that any reduction in fees or free use will apply. Should Council agree to such a request, the amount decided upon by Council will be refunded.

17) **Emergency Management**

Should a municipal emergency arise e.g. bushfire, flood, all bookings will be cancelled as the Municipal Emergency Response Team will require the use of Council Venues.

18) **Damage to Council property**

Northern Grampians 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;

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

19) **Fire Alarm System/ Emergency Exits**

Prior to their event, hirers must acquaint themselves and their helpers with the location of smoke sensors, particularly in the kitchen areas. Event organisers are responsible for familiarising themselves with the evacuation plan and fire notices posted in the venues. In the event of the alarm being activated organisers are responsible for the 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.

For Stawell Entertainment Centre and St Arnaud Town Hall only - In the event of an alarm, the alarm is **not** to be switched off by anyone other than the CFA Captain. Under no circumstance is anyone to return to the building until the CFA Captain gives the all-clear.

If the alarm is deliberately activated, or activated by reckless or careless behaviour the Hirer will be responsible for any charges incurred as a result.

I, _____ agree to the Conditions of Hire set by the Northern Grampians Shire Council for hire of their facilities.

Signed:

Date:
