

Halls Gap Hub Hire Guidelines



Halls Gap Hub – Assessment of Hire Application

1) Application Assessment

Council is committed to ensuring a consistent and transparent approach is undertaken when hiring its facilities to the community and businesses.

Applications for hire of the Halls Gap Hub (the Hub) will be assessed on a case-by-case basis and council will consider the:

- Best fit for the facility against the facility purpose (see point 1) a. below)
- Availability
- Needs of the hirer
- Other facility users
- The wider Northern Grampians Shire community

a. Facility Purpose

The Hub will be used to:

- i. Highlight visitor experiences and attractions that leverage the uniqueness of the region and promote visitor dispersal.
- ii. Celebrate arts and culture to promote health and wellbeing by creating community connection, vibrancy, mental health benefits and inclusiveness.
- iii. Support events that enable the community and visitors to access a diversity of offering, including arts, culture, entertainment, food and beverage.
- iv. Showcase the diversity, unique and high-quality visitor offerings and local products and services across the Grampians Region, in particular Northern Grampians.
- v. Support flexible and accessible short-term space, enabling start-ups to test and showcase their goods and services, and plan future strategies.

2) Facility Promotion

Council will promote the opportunity for use of the Hub to activate the facility in line with the above purpose, including via its website, digital channels, email databases and other promotion.

3) Marketing

Ideally the Hub is activated to the extent that a 'program' of activation and events can be published. Council retains the right to market all vendors and their products, services and/or events through its own marketing opportunities. This includes via its website, digital channels, email databases and other promotion

Halls Gap Hub – Conditions of Hire

4) Application for Hire

Applications for Hire are to be made on the appropriate form available online www.ngshire.vic.gov.au. The form must be signed by the applicant stating the space to be hired, the purpose and days 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 for Hire Form, form the basis for any Agreement to Hire.

5) Spaces for hire

Bookable spaces in the Hub ([Appendix – Site Map](#)) are not available for commercial lease.

6) Long Term Bookings

Applications for bookings of more than 10 days can be made and will be assessed against the purpose of the facility and subject to availability. Please ensure that a list of all times and dates is supplied with the Application for Hire form.

Any accepted booking greater than 10 consecutive days will be referred to Council's Risk and Lease Administration Officer to establish an agreement.

7) Bookings

Bookings will be regarded as tentative only until the Application for Hire form is completed and a confirmation letter is sent. Invoices are required to be paid no later than 14 business days prior to the hire, otherwise keys can not be issued.

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

Hire fees paid will not be refundable within two weeks of the hire.

Note: if you have an Australian Business Number (ABN), please quote this on the Application for Hire Form where indicated.

8) Keys

Keys can be obtained from Visitor Services staff in Halls Gap during normal business hours before 4.00pm. It is the responsibility of the hirer to return the keys to Visitor Services staff on the first working day following the hire. 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.

9) Decorations

No decorations or any items shall be hung or attached to the internal structure of any space within the Hub without the prior approval from Council. Staple guns, nails, tape or blu tack are not to be used.

If Council approval is given for placement of decorations, ladders are not to be leant against the walls, i.e. use step type ladders.

Any decorations must be removed within 24 hours of the end of the hire and not stored at the venue for any future use.

10) Clean up

The onus is on the hirer 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.

Chairs - stacked

Rubbish - bagged and placed in bins provided

Recycling - should be kept separate and placed in correct bin

All work surfaces to be wiped clean

Mops, brooms, bins and cleaning requisites can be provided and will be made available.

It must be understood that the clean up is to take place as soon as possible after the hire 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.

Hirer must ensure that any heating/cooling and lights are turned off after their function.

11) Storage of Items

The hirer agrees to remove any items stored in the Hub by the end of the hire period and not stored at the venue until a later date.

12) Signage

The hirer agrees that no fixed signage will be applied to windows, walls or any part of the building.

The hirer may display temporary signage, such as an A Frame or tear drop banner inside the footprint of the property boundary. The design and position of the temporary signage needs to abide by specifications of Northern Grampians Shire Council General Local Law Clause 30.

Please ensure that the intended design and position of the temporary signage is supplied with the Application for Hire form.

13) Supervisory Personnel

The hirer is responsible for the supervision of the function and being conversant with the Conditions of Hire.

14) Liquor Licence/Alcohol Consumption

The Halls Gap Hub is not a 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.

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 Team. Contact 03 5358 8700 www.ngshire.vic.gov.au

If alcohol is to be sold or included in the ticket price, contact the [Victorian Liquor Commission](http://www.vic.gov.au) 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.

15) Food Permit

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

16) Smoking

The Hub 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 hires.

17) 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 (\$20M) 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.

18) 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 the following criteria are met:

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

Any fees for additional requirements penalties incurred (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.

If there is any dispute regarding waiving of fees, the matter will be referred to the Manager Economic & Community Futures for resolution.

19) Reduction in fees

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

Please note that it 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.

20) 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.

The hirer will ensure that doors and doorways will be clear and able to be accessed at all times.

21) Damage to Council Property

Council must be notified immediately of any damage or loss to Council property 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

22) Fire Alarm System/ Emergency Exits

Prior to the hire, hirers must acquaint themselves and their helpers with the location of smoke sensors, particularly in the kitchen areas. Hirers are responsible for familiarising themselves with the evacuation plan, fire notices posted in the spaces and the location of all exits.

In the event of the alarm being activated organisers are responsible for safe evacuation of all patrons as per the evacuation plan.

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 have prior awareness the evacuation plan/

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

Signed: _____

Date _____

Appendix – Site Map

