

## **TITLE**

**C113 TOWN HALL HIRE**

## **DEPARTMENT**

Corporate Services & Planning Services

## **POLICY DIRECTIVE**

To establish guidelines for the use and hire of Council's Town Hall.

## **HISTORY**

Council Resolution No 624/93 adopted at the Ordinary Meeting of 19 October 1993 re-affirmed by Resolution No 703/93 at Ordinary Meeting of 16 November 1993.

Policy re affirmed by Resolution No 176/00 at Ordinary Meeting 18 April 2000.

Council Resolution No 449/01 meeting of 16 October 2001.

## **POLICY**

It is Council policy that the following conditions apply to the hire and use of the Town Hall:-

1. The use of the Hall to be restricted to those activities which would be sensitive to and in harmony with the facility; such activities would include balls, dances, receptions, concerts, aerobics, fetes, exhibitions etc; but would exclude sporting activities and functions likely to damage the facility.
2. That regular long term hire only be permitted where such hire will not interfere with the enjoyment of the facility by other organisations.
3. Hire charges set by Council are to apply in all instances. Any reduction in hire charges will only be allowed following written application and achieved by way of a donation from Council.
4. All matters relating to hall hire, including conditions to be imposed, are to be determined by the General Manager, providing such determination is in line with this policy.

## **ADDITIONAL INFORMATION**

A copy of Council's 'Conditions of Use' is attached and is to be issued to all potential hirers.

## **CONDITION OF USE**

1. Bookings are to be made at the Council Office and recorded in the Town Hall Register.
2. A bond and key deposit (as determined by Council's Budget) are to be paid prior to the issue of a key.
3. Any decorations must be mounted on wires provided. Use of the following is not permitted on walls: "blue tack" or similar substance, cello/sticky or other tapes, glues of any description.
4. Smoking is not permitted within Council premises, in line with Council policy.
5. The cleaning of premises and utensils must be completed within 24 hours of use and to a standard as deemed appropriate and the hall to be inspected by Council's Environmental Health Officer prior to the refund of the bond.
6. Where Council employees are required to clean the premises and/or utensils, the bond will be forfeited in full.
7. The floor of the Town Hall is not to be marked in any way. Appropriate non-marking shoes are to be worn during aerobics, dancing etc.
8. Any damage whatsoever that occurs must be reported to Council's Environmental Health Officer.
9. The building is to be left secure with all lights and heating turned off and all windows and doors locked.
10. Hirers are expected to leave the toilets in an acceptable condition, and ensure all rubbish is removed from the hall.
11. Cleaning products will be provided by the Council.
12. The hirer is to ensure that all persons using the facilities remain orderly at all times.
13. Charges are to be set annually with Council's Budget Process.