

# BACCHUS MARSH PUBLIC HALL AND SUPPER ROOM

## CONDITIONS OF HIRE

### Notice to all Hirers and Entrants:

- 1 The Councillors and citizens of the Moorabool Shire Council shall not be liable for any injury, loss or damage suffered by any person entering these premises howsoever caused, including liability for any injury, loss or damage caused by the negligence of the Committee of Management and citizens of Moorabool Shire Council, their employees, servants or agents. Facilities are hired at Hirers' own risk and the Hirer remains responsible for their actions.
- 2 The hirer shall indemnify Council and keep Council indemnified from and against all actions, suits, proceedings, claims, demands, damages and costs whatsoever brought, prosecuted or made (as the case maybe) against Council for or on account of or arising out of or in any way connected with the loss of life, personal injury or damage to or loss of property suffered or sustained in consequence of the acts, omissions, neglect or default (including negligence) of the hirer or any servant or agent of the hirer or any person claiming through or under the hirer during the period of hire.
- 3 It is the Hirers responsibility to ensure that the premises are suitable for the planned function. The Committee or the Council shall not be responsible in the event that the function suffers loss by cause of the premises not being suitable to hold the said function.
- 4 Compulsory Public Liability insurance cover for \$20,000,000.00 must be held by the Hirer. All business and incorporated associations must have their own Public Liability policy, a copy of this policy must be provided to the Booking Officer prior to the collection of keys.
- 5 If a private Hirer does not have their own Public Liability Insurance a fee of \$41.00 or such fee as may be determined will be charged for compulsory Public Liability Insurance per hire.
- 6 It is a major Condition of Hire that facilities shall be cleaned immediately following each function and not left to the following day. All equipment is to returned to its original place in the premises. The Hall Keeper must approve any other arrangements.
- 7 Sticky tape, blue tac or like substance is not to be used to attach decorations to walls or ceiling.
- 8 The use of nails or pins is to be approved by the Hall Keeper.
- 9 The Hall, Supper Room and Kitchen are to be left in the same manner as was made available.
- 10 The Security Deposit will be forfeited if the Hall, Supper Room and/or Kitchen are not left in a clean and tidy state after each function. GST will be deducted from the Security Deposit before the balance is forfeited.
- 11 The Hire Charge will be forfeited if 14 days notice is not given of cancellation and the Hall has not been re-booked. Security deposit will be refunded.

- 12 Council/The Committee of Management reserves the right to refuse a booking or subsequently cancel a booking should concern be established for protection of these facilities, where incorrect or misleading information has been given or essential facts omitted.
- 13 All damages incurred must be paid for at cost.
- 14 It is the responsibility of the Hirer to ensure they collect the key during normal business hours and that the hirer checks that the keys provided access to the area hired.
- 15 Hirers are required to collect and return keys to Customer Service Officer at the Lerderderg Library, 215 Main St Bacchus Marsh during normal office hours. Hirer's who neglect to pick up keys and require the Bookings Officer or Hallkeeper to attend out of normal office hours will be charged for the full cost of that Officer attending. In certain circumstances, this amount could be in excess of \$150, inclusive of GST and will be deducted from the Security Deposit or if this is insufficient, an account will be sent to the Hirer. To avoid this situation, if you envisage any difficulties in picking up the keys during office hours, please telephone the Bookings Officer to discuss alternative arrangements.
- 16 Overcrowding of the hall facilities is prohibited. Accommodation details are as follows and must be adhered to at all times.  
**Main Hall** – The capacity of the main hall is 450 people (no dance floor). When a dance area is provided, the number of people allowed is reduced by the total square meters of the dance floor allowed. Eg dance floor area is 10m x 10m = 100 sq. metres, therefore the capacity of the hall is decreased by 100 people  
**Supper Room** – The capacity of the supper room is 120 people (no dance floor). When a dance floor area is provided, the number of people allowed is reduced by the total square metres of the dance floor allowed. Eg. Dance floor is 5m x 5m = 25sq metres, therefore the capacity of the hall is decreased by 25 people.
- 17 The facilities are to be vacated no later than 1am and all music ceased by 12 Midnight, amplified or otherwise.
- 18 Hirer's must comply with Liquor licensing requirement at all times and the obtaining of the necessary permits are the responsibility of the Hirer
- 19 All rubbish that does not fit in the external skip/rubbish bins, must be taken away by the Hirer
- 20 Any keys not returned after the hire will incur a charge of \$300 each payable by the hirer.
- 21 All exit doors must not be blocked by displays or tables etc.
- 22 Microphones are to be returned to sound system safes together with any cords or remote controls.
- 23 Ball sports or any activity which may require items of equipment being thrown up in the air, are not permitted in either the Supper Room or Public Hall.

## Facility Keeper's Comments

- Halls and Kitchen to be swept and any spillages are to be mopped up.
- Rubbish to be placed in bins/skip outside the Kitchen back door.
- Toilets are to be brushed clean and discarded papers to be placed in outside bins.
- Floors to be cleaned and mopped.
- Kitchen area to be left in the same condition in which it was made available. Chairs, tables and trestles to be cleaned, stacked and placed back at completion of hire. Chairs not stacked any more than 5 high. Tables to be stacked with tops together or bases together. A base should not touch the top of the next table.
- Hall floor to be washed with hot water only, replacing the water every 10 minutes.
- Round tables to be stacked with tops together or bases together in the trolleys provided.
- Clean bin liners to be replaced in rubbish bins.
- Urn in kitchen to be turned off.

### Cleaning Materials and Location

The cleaners room is located in the passageway near the rear double door of the building.

1 x 600ml broom

2 x 900ml dusting mop

2 x house brooms

2 x mop buckets

2 x mops

1 x vacuum cleaner

1 x bin liners

1 x toilet paper

1 x small brush and shovel

## Facility Inspection Check List

Date of Function \_\_\_\_\_

Type of Function \_\_\_\_\_

### **Main Hall**

Comments

OK (tick)

Floors \_\_\_\_\_

Cleanliness \_\_\_\_\_

### **Supper Room**

Floors \_\_\_\_\_

Cleanliness \_\_\_\_\_

### **Kitchen**

Benches \_\_\_\_\_

Dishwasher \_\_\_\_\_

Fridge \_\_\_\_\_

Cutlery \_\_\_\_\_

Crockery \_\_\_\_\_

Stove/Oven \_\_\_\_\_

Sinks \_\_\_\_\_

Floor \_\_\_\_\_

### **Other**

Toilets \_\_\_\_\_

Chairs \_\_\_\_\_

Tables \_\_\_\_\_

Rubbish in Bins \_\_\_\_\_

Locked Doors \_\_\_\_\_

Signature of Person Completing this report

\_\_\_\_\_ Date \_\_\_\_\_