



**Randwick City
Council**
a sense of community

GOVERNANCE AND FINANCIAL SERVICES

Randwick Town Hall - Hire Policy

Effective Date:	20 August 2010
Review Date:	20 August 2020
Version:	3
Contact Officer:	Manager Administrative Services
TRIM Document Number:	D03339358

Objectives

To provide satisfactory conditions, controls and regulations for the hire and use of the Randwick Town Hall.

Policy Statement

1. That the following conditions apply to hiring of the Randwick Town Hall:

i) The Hall is let only on the conditions set out herein and the payment by any person of any sum by way of fees for such Hall and the issue to any such person by or on behalf of the Council of any receipt for such sum shall be deemed to be acknowledgment and acceptance by such person of the conditions and stipulations contained herein including the provision that the Council may vary the hiring charge subsequent to the date of this application and the hirer is bound to pay any increase in such charge.

ii) The Council expressly reserves the right in its absolute discretion to refuse to accept any engagement and the Council shall not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right.

iii) All engagements are accepted conditionally upon compliance by the hirer with requirements of the Local Government and any other relevant Act or Regulation. The hirer will be responsible for any claims legally payable for Copyright Fees or Performing Rights and undertakes to indemnify the Council in respect of any obligation or claims. The capacity of the Town Hall is 220 people for cabarets, weddings, balls and similar functions and 300 people for concerts, public meetings and similar functions. These limits are not to be exceeded.

iv) The hirer shall be responsible for the cost of making good any damage caused to the buildings, furniture or fittings arising out of and in the course of his or her engagement, reasonable wear and tear alone excepted.

v) Should it be deemed necessary, the General Manager may require the hirer to lodge a sufficient deposit that will compensate the Council against cost of cleaning any exceptional litter which may be occasional or in making good any damage caused or which might be anticipated and if such deposit is not lodged, the General Manager may refuse to accept the engagement already made in terms of Clause 2.

vi) The bringing into the Hall or Foyer or the use therein of chewing gum, fireworks or any other article deemed by Council's authorised officer to be objectionable and smoking is expressly prohibited.

vii) Spiritous liquors shall not be brought into the Hall or Foyer unless the approval of the General Manager and of the Police Department has first been obtained. All such approvals must be finalised at least two days prior to the date of the engagement, otherwise permission to have spiritous liquors may be refused. Hirers of the Hall must not under any circumstances allow their patrons or themselves to open or consume in the Foyer any spiritous liquors, cordials or other drinks or to take or use in the Foyer any form of liquid or other refreshments.

viii) Nails, screws or any other fastenings must not be driven into or attached in any way to walls, floors, furniture or fittings.

ix) The hanging of streamers, flags, bunting or other decorations or the erection or placing of any structures will not be allowed unless with the permission of an authorised Council Officer.

x) The Hall and Foyer must be left by the hirer in a reasonably clean condition and all goods, properties or materials brought in by the hirer or any person on his behalf must be removed from the premises before the time to which the Hall has been engaged, failing which they will not be released until a charge for handling and storage is paid.

xi) Caterers or other persons using the Kitchen must leave the same in a thoroughly clean condition. All goods or properties required by Caterers must be removed together with any litter or waste matter before the expiration of the booking, failing which they will not be released until a charge for handling and storage has been paid. In any case deemed necessary or desirable, the General Manager may require payment by the hirer of an appropriate deposit to ensure compliance with these Conditions before such Caterers will be allowed access to the premises.

xii) Caterers must vacate the Kitchen before the time to which the Hall has been engaged on any occasion, unless payment is made by the hirer on or before the date of the engagement at the set rate for extended use.

xiii) Hirers requiring or using any of Council's tables for serving or handling

refreshments of any kind must provide a suitable tablecloth or other means of covering (not printed paper) for all such tables, such tablecloths or coverings to be approved by Council's responsible Officer.

xiv) No connection to or interference with the electrical installation, lighting effects, public address and sound system or stage fittings or other properties, nor the use of any apparatus for broadcasting or otherwise, will be allowed without the permission of the authorised Council Officer.

xv) At any function, the hirer shall comply with any directions given by Council's authorised Officer in connection with table and/or seating arrangements and the storage, preparation and serving of foodstuffs, spiritous liquors or any form of liquid refreshment.

xvi) Any person hiring any portion of the Hall shall have the right if he/she so desires to arrange with any person to take photographs at this function.

xvii) If all fees and bonds are not paid in full at least two (2) weeks prior to the proposed use, the tentative booking will be cancelled and the Hall may be re-let and the Council shall not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right.

xviii) **CANCELLED ENGAGEMENTS** – In the event of any cancelled booking of the Town Hall, a fee of **\$50.00** will be retained and the balance refunded, provided that if a further booking has been refused because of a subsequently cancelled booking, the whole of the hiring fee will be retained. (222/1986 – 27/5)

2. That the Council delete any reference to specific groups in its policy on the hiring of the Town Hall and that each application be treated on its merits.

Minute No: 302/1979
Meeting Date: 9 May, 1979
Amended Minute No: 222/1986
Meeting Date: 27 May, 1986
Reviewed: 20 August, 2010
Reviewed: 2 May 2016
Next Review Date: 1 July, 2017