



**Randwick City
Council**
a sense of community

GOVERNANCE AND FINANCIAL SERVICES

Hall Hire Policy

Effective Date:	18 October 2011
Review Date:	24 August 2018
Next Review Date:	18 October 2020
Version:	8
Contact Officer:	Coordinator Property & Insurance
TRIM Document Number:	D03299770

Objectives

The purpose of the Hall Hire Policy is to set out guidelines for the hire of Community Halls to the public.

Aims of Policy

The *Hall Hire Policy* enables Council to:

- Recognise the value and benefits of services and activities organised by hall hirers to the community.
- Support organisations in the delivery of services to the community.
- Provide for equitable, transparent and accountable processes in determining and allocating Council's community halls.

Policy Statement

This policy applies to the following community halls:

- A. Burnie Park Community Hall
- B. Clovelly Senior Citizens Hall
- C. Coogee Eastward Senior Citizens Hall
- D. Malabar Memorial Hall
- E. Maroubra Senior Citizens Hall
- F. Matraville Youth & Cultural Hall
- G. Totem Hall
- H. Kensington Park Community Centre

Definitions

- *Council* means Randwick City Council.
- *Commercial* user means for-profit individuals, organisations or businesses which charge fees for the activities held.
- *Private* user means any person using the hall for private purposes.
- *Not for profit* means non-profit entity (evidence of constitution including not for profit clause).
- *Charity* means charitable entity (evidence of Endorsement as an Income Tax Exempt charitable entity).
- *Regular* hirer means any individual, business or organisation that hires the community hall 12 or more times per annum.
- *Casual* hirer means any individual, business or organisation that hires the community hall less than 12 times per annum.

Strategic Focus

Randwick City Council has a number of community halls that are available for hire by individuals, community and other groups within the City of Randwick. While it is possible for non-residents and groups based outside the City of Randwick to book these venues, the primary focus and preference is given to supporting the local community.

Pricing

The pricing structure applied to the hire of community halls is set down in the annual Pricing Policy and Statement of Fees & Charges.

The pricing structure provides for discounts for charitable groups and organisations.

Hall hire fees are reviewed and approved annually by Randwick City Council as part of the annual budget process. All fees and charges are publicly advertised twenty eight days prior to implementation.

Terms & conditions

Hirers of the community halls must sign and return the terms and conditions attached to the hire application before agreement to the hire is granted by Randwick City Council.

Use of facilities

Halls may be used for purposes such as children's birthday parties, exercise classes, playgroups, religious meetings, dance groups, private functions, community education programs, fund-raising activities by community groups, seminars, conferences, training programs, digital film screenings (subject to copyright provisions) or other cultural events or celebrations.

Burnie Park Community Centre

Amplified music is prohibited in this community centre.

Kensington Park Community Centre

Simultaneous peak use of the two halls shall be avoided to minimise the impact on kerb-side parking. Hirers using caterers are restricted to booking Hall 1.

Out of hours usage

The community halls must be used in line with the approved hours of operation as detailed on the hall hire application and conditions of usage form. Access to facilities outside approved hours is prohibited. Fees may be charged if facilities are accessed outside the confirmed booking times.

Display of material

Any display of material by any group must be approved beforehand in writing by Randwick City Council's Property Section. Groups may only display material in areas specifically identified for this purpose.

Cleaning

Hirers must return the facility in a clean and tidy condition. Hirers are responsible to remove all rubbish from the site unless otherwise advised. No food or drink is to remain in the facility outside the approved booking hours.

Storage of material

Any storage of material by any group must be approved beforehand in writing by Randwick City Council's Property Services. Facilities are multipurpose and areas are to be shared by all hirers. No exclusive use of cupboards or areas is permissible. Any locks or chains placed on cupboards will be removed by Council.

Timing of Bookings

A minimum of 15 minutes will be allowed between bookings. A minimum hire period of 3 hours applies to all casual hire.

Smoke Free

Council's halls are public buildings and are smoke free in accordance with the *Smoke-free Environment Act 2000*. Smoking is prohibited in and around Councils facilities.

Alcohol

The service or consumption of alcohol in Councils community halls is only permitted when Council approval has been granted to the hirer. This will require the hirer to comply with additional conditions based on determined level of risk.

Security

At Council's discretion, security guard services may be required for any function proposing to sell, supply and/or consume alcohol on the premises. Proof of engagement of security services must be provided to Council before confirmation of venue hire can be made.

Payments

Payment of hall hire fees can be made prior to each booking on line by BPoint, or by cash, or EFTPOS at Randwick City Council Administration Building, 30 Frances Street, Randwick from Monday to Friday, 8.30am – 5.00pm.

Non payment of hall hire fees and invoices will result in the cancellation of future bookings.

Security Deposit

- All hall hirers are required to pay a security deposit as determined in the Fees & Charges.
- Hirers are responsible for the replacement or repair cost of all damages to the Halls, furniture, fixtures and fittings.
- Refund of security deposits are subject to full compliance with the terms and conditions including payment of fees & charges. Security deposits are refunded through the Randwick City Council finance system and take a minimum of 14 days to be processed.
- The security deposit will be claimed if the facility is not returned in a clean and tidy state, if any damage occurs, if the premises is left unsecured, or if the key or security pass is lost or not returned.

Insurances

- All regular hall hirers must provide evidence of their current public liability coverage in the sum of \$20,000,000.
- All casual hirers (not being a sporting body, club, association, corporation or incorporated body) are covered by Council's casual hirers' liability.
- All casual sporting bodies, clubs, association, corporations or incorporated bodies must provide evidence of their current public liability coverage in the sum of \$20,000,000.
- Hirers must provide copies of caterer's current public liability coverage in the sum of \$20,000,000.

Workplace health and safety

- Any hazard, incident or injury to people should be reported within 24 hours to the Council's Property Officer.
- In the event of an injury or condition requiring an ambulance, contact emergency services on 000.
- In the event of an emergency, contact 000
- The contact telephone number for Council is 1300 722 542 or after hours 1800 429 041.
- Any hazard or damage to property should be reported within 24 hours to Council's Property Officer.
- BBQs, jumping castles and inflatable devices are prohibited in Council halls.

Evacuation Procedures

- Each hirer must make themselves aware of the evacuation procedures for the hall.

Kensington Park Community Centre

In the case of a major flood event, evacuation from the Centre may be made via the carpark to Day Lane, then via Strachan Street to Anzac

Parade. On site signage outlines the hall evacuation procedures.

Points of reference

- Independent Liquor Gaming Authority
<http://www.ilga.nsw.gov.au/liquor/Apply-for-a-new-liquor-licence/forms>
- Randwick City Council Development Application DA/87/2015. Cond. 57.
- Randwick City Councils Pricing Policy for Fees & Charges
- Randwick City Council Community Facilities Management Policy
http://www.randwick.nsw.gov.au/_data/assets/pdf_file/0018/25920/Community-Facilities-Management-Policy.pdf