

**HASTINGS COUNCIL
 RULES AND CONDITIONS OF HIRE – COMMUNITY HALLS
 (WAUCHOPE COMMUNITY ARTS HALL)**



1. Introduction

The Wauchope Community Arts Hall is owned by Hastings Council and is managed on behalf of Council by the Wauchope Community Arts Council (WCAC). The WCAC is made up of volunteers who oversee the use of the facility for arts performances, community activities and private functions. The hall is a great community resource and we ask you to value it as well.

2. Contacts

Area of Responsibility	Name	Address	Phone
Booking Officer	Julie Bower	PO Box 170, Wauchope, 2446	65871027
Key Collections and Payments	Julie Muller	“Hair Affair”, 41 High, Wauchope, 2446	65853168

3. Hours of Operation

- 7.00am – 12.00am.
- No function/event shall start before 7.00am or continue pass 12.00 midnight.

4. Fees, Deposits and Bonds

Period of Use	Funded or fundraising groups	Non Profit groups
Per hour	\$7	\$5
½ Day	\$25	\$20
Full Day	\$40	\$40
Parties	\$15 per hour	

- A refundable deposit of \$50 may be requested for bookings.
- A refundable bond of \$250 will be charged for functions involving the consumption of alcohol (Please Section 7 Functions Involving Alcohol).

5. Payment of fees, deposits and bonds

- Payment of fees, deposits and bonds are to be made to Julie Muller at “Hair Affair” one week prior to booking.
- Regular users will be sent an invoice at he end of the month.
- All cheques must be made out to the “Wauchope Community Arts Council.”

6. Public Liability Insurance

- Activities in the hall are required to be covered by Public Liability Insurance to the value of \$10 million.
- Evidence of insurance coverage must be provided at the time of booking.
- Council can provide public liability insurance coverage to non-incorporated groups and individuals. **Please see attached Casual and Regular Hirers Insurance Policy**

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7. Functions Involving Alcohol

- Alcohol shall not be brought into the premises without the consent, in writing, of the Management Committee.
- Where permission is granted for alcohol to be consumed in the hall an additional refundable “Contingency Bond” of \$250.00 will be required to offset any damage or additional cleaning if required.
- **The entire Bond will be forfeited if the function continues beyond 12.00am midnight.**
- **PLEASE SEE ATTACHED ALCOHOL POLICY FOR COMMUNITY HALLS FOR MORE DETAILS.**

8. Access to the Hall

- The hirer shall be allowed free access, up to one (1) hour, to arrange equipment, subject to satisfactory arrangements with the Management Committee.
- The premises must be vacated by all patrons within fifteen (15) minutes of the expiration of the booking and the hirer or his agents shall remove all the hirers goods, materials and equipment and leave the premises in a reasonable clean state within thirty (30) minutes of the expiration of the booking, otherwise additional charges, at the scheduled rates shall accrue and will be deducted by the Management Committee from the Cleaning and Contingency deposit.

9. Tables and Chairs

- Setting up and restacking and/or removal of chairs and tables etc., is the responsibility of the hirer.

9. Food Preparation

- Caterers shall be permitted free early access up to two (2) hours before a function subject to satisfactory arrangements with the Committee/booking agent.
- As the kitchen has only been designed for limited food preparation it is recommended that any caterers inspect the available facilities in order to satisfy themselves of the adequacy of the kitchen relative to the food preparation activities intended.
- Kitchen is to be cleaned after use.

10. Garbage

- All rubbish is to be placed in appropriate bins and access rubbish taken away by hirer.

11. Loss or Damage to/of Property

- Council/Wauchope Community Arts Council (WCAC) shall not be responsible for any loss or damage to any property whatsoever belonging to the hirer or persons attending the function.
- The hirer shall indemnify Council and WCAC against any claim for compensation arising out of any action by the hirer or persons acting on his/her behalf

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- The hirer shall be liable for costs associated with making good any damage caused to buildings, fittings, furniture and other installations arising out of his/her use of the Hall.

12. On Leaving the Hall

- Turn off air conditioner and lights
- Double check that all windows and doors are locked.
- Kitchen Facilities are clean
- All rubbish is removed and placed in appropriate bins
- All breakages are reported to the WCAC.

13. Returning the Key

- The key should be returned to the Booking Agent within 24 hours of the completion of the function and arrangements made for an inspection of the Hall.

14. Electrical Appliances

- All electrical appliances used in the Hall must be tagged in accordance with AS/NZS3760.
- All hirers are responsible for damage caused by any untagged electrical leads or appliances brought to the Hall.

15. Acceptance of Conditions

- The payment by any person of any amount of rental for the hire of the Hall shall be deemed an acknowledgment and acceptance by such person of the conditions set out herein.

16. Child Protection

- The Hirer shall meet the legislative provision of the State Government's Child Protection (Prohibited Employment) Act 1998. The hirer is responsible to have a background check carried out on any volunteers or employees, who whilst in the Hirer's employ, have direct and unsupervised contact with children and young people

17. Sale of Commercial Goods/Services

- The sale of commercial goods and services is not permitted at any Council Owned/Managed Community Hall.

18. Smoking

- In accordance with the Smoke-Free Environment Act 2000 smoking is not permitted inside the hall.

19. Conflict over Hire

- In the event of any dispute or difference arising as to the interpretation of the conditions contained in this agreement, the decision of the General Manager of Hastings Council shall be final and conclusive.

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AGREEMENT BETWEEN HIRER AND HASTINGS COUNCIL

I/we.....of.....
(address) hereby make application to use the Wauchope Community Arts Hall
 between the hours of.....and.....on.....(day).....(date) for
 the purpose/s of having a.....(type of
 function)

I have read and understand the Rules and Conditions of Hire for the Wauchope Community Arts Hall and I agree to accept these conditions and agree to the following charges and contingency deposit: -

1. Hire of hall: -.....hours @ \$.....per hour		\$	
2. Cleaning Deposit	\$50.00	\$	
3. Alcohol to be supplied	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Contingency deposit @ \$250.00		\$	
	TOTAL		

Signed by Hirer: -.....date.....

***Note: - all cheques to be made out to the Wauchope Community Arts Council. ***

Hall Committee use only.

1. Approval given by.....for the Hall Committee on.....(date)

2. Certificate of Currency for Public Liability (to the value of \$10mil) sighted
by.....date..... OR
Hire covered by Council’s Insurance, if yes tick box

3. Functions License if required sighted by.....date.....

4. Deposit/Bond less any contingencies refundeddate.....