



Conditions of Hire – Kaniva Hall

1. Application for hire

Applications for hire are to be made on the appropriate form available online www.westwimmerashirecouncil.vic.gov.au or hard copy available at our offices in Edenhope and Kaniva. The form must be signed by the applicant stating the purpose and hours required and contain the applicant's undertaking to comply with the Conditions of Hire.

These Conditions of Hire, by virtue of the application form, form the basis for any Agreement to Hire. Organisations/groups with permanent yearly bookings will be required to complete a new Application for Hire form each year.

2. Bookings

Bookings will be regarded as tentative only until the Application for Hire form is completed (either hard copy or online). Should another hirer wish to use the venue, Council will make reasonable efforts to contact the nominated person by phone prior to removal of the tentative booking.

Semi-permanent bookings (ie bookings for each week on a continuous basis) can be made, subject to availability. Please ensure that a list of all times and dates is supplied with the Application for Hire form.

HIRE FEES TO BE PAID PRIOR TO EVENT

Note: if you have an Australian Business Number (ABN), please quote this on the application form where indicated.

3. Keys

Keys can be obtained from Customer Support staff during normal business hours 8.30am – 5.00pm. Organisations are required to nominate a person from the group to take responsibility for collection, safe keeping and return of keys to Customer Support staff on the first working day following the function.

Loss of any key will incur a charge of **\$80.00** per key. Opening and locking up of facilities is the responsibility of the hirer.



4. Decorations

No decorations or any items shall be hung or attached to the internal structure of any hall or meeting room without the prior approval of the Council's Building Officer. Glitter, Confetti, Staple guns, nails, tape or blu-tack are **not** to be used.

Ladders for placement of decorations are not to be leant against the walls, i.e. use step type ladders.

5. Housekeeping during the event

The hirer is responsible for the clean-up of spills and overflow of rubbish and fixing other hazards of any kind that arise during the event immediately. The hirer must have knowledge of where the cleaning products are kept.

The hirer is responsible for ensuring that chairs, tables and other equipment are used only for its intended purpose and any subsequent injury or damage caused as a result of inappropriate use during the hire.

6. Clean up – **PLEASE REFER TO HIRERS CHECKLIST**

Council will provide cleaning equipment such as vacuum, brooms, mops, buckets and dust pans.

It must be understood that the clean-up is to take place as soon as possible after the event and during the period of use and that the clean-up applies to all areas used.

The hall premises and facilities must be left in a tidy condition by the hirer prior to vacating the premises. Failure to do so could lead to the hirer incurring an extra charge to reflect such additional costs as cleaning and removal of rubbish.

Any decorations must be removed within 24 hours of the end of the hire and not stored at the venue until a later date. Hirer must ensure that any heating/cooling and lights are turned off after their function.



The organisers of the function are responsible for the supervision of the function and are required to familiarise themselves with all exits for evacuation purposes, and the Fire Alarm procedure.

Diagram illustrating the evacuation routes from Kaniva Town Hall. The layout includes the following rooms and exits:

- TOILETS**: Located at the top left.
- FOYER**: Central area with a yellow dot indicating "YOU ARE HERE". It has an exit leading to the **EVACUATION AREA** (marked with a green arrow).
- OLD OFFICE**: Located below the Foyer, with an exit leading to the Foyer.
- SUPPER ROOM**: Located to the right of the Foyer, with an exit leading to the Foyer.
- KITCHEN**: Located to the right of the SUPPER ROOM, with an exit leading to the Foyer.
- CHANGE ROOMS**: Located to the right of the KITCHEN, with an exit leading to the Foyer.
- STAGE**: Located below the CHANGE ROOMS, with an exit leading to the Foyer.
- MAIN HALL**: Located below the SUPPER ROOM and KITCHEN, with an exit leading to the Foyer.

Red fire extinguishers are located in the Foyer, Kitchen, and Stage. Green arrows indicate the primary evacuation routes from each room to the exits.

The piano is available for use and should not be taken off the stage without consent of Council.

Piano key is to be collected at the Kaniva Office.

Operation manuals can be found in the kitchen, otherwise kitchen appliances will have a basic guide attached to them.

IF THE ABOVE GUIDELINES ARE NOT FOLLOWED THE HIRER
WILL INCUR ALL COSTS FOR CLEANING.

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Public Liability Insurance is an insurance policy held by the event organiser/hirer. It provides them with some protection should its operations or activities injure a member of the public or causes damage to property in some way. **Please note: Music/bands and catering suppliers should have their own Public Liability Insurance.**

All hirers are required to have Public Liability Insurance for any single event for the sum of \$20 Million.

The hirer shall either:

- Provide a current Public Liability Insurance policy for the sum of \$20 million and must be provided to Council at the time of submitting the application form for hiring the facility.
- Hirers should also be aware that council will not provide cover for personal accidents, sickness, or disability unless they arise from the negligent acts or omissions of Council.

11. Refundable Deposit Bond

The bond is fully refundable subject to any damages, cleaning, overstay of hire period, theft, misuse, or vandalism of property. The bond is held by the West Wimmera Shire Council as a guarantee of compliance. Any damage caused by the Hirer may result in a deduction of the bond and will be advised in writing. Where possible photos with evidence will be provided. The damages noted are at the ultimate discretion of the West Wimmera Shire Council. **The Hirer will be liable for all costs incurred for damages and repairs that exceed the amount of the bond.** Should the conditions not be complied with, the bond or part thereof may be forfeited. The bond will be held by the West Wimmera Shire Council until any dispute (if any should arise) has been resolved. The West Wimmera Shire Council reserves the right to retain the bond, in full (or in part) to cover any cleaning, repairs or cancellation penalties.

THE \$200 BOND IS PAYABLE WHEN PAYING THE FULL BOOKING FEE

12. Liquor Licence/ Alcohol Consumption

The consumption of alcohol shall only be permitted in instances where the hirer has arranged a temporary liquor licence and shall at all times be in accordance with the conditions of that licence. All costs associated with obtaining such license shall be at the hirer's expense.

The hirer must not allow any person without a Responsible Serving of Alcohol licence to serve alcohol on the premises. The hirer will provide evidence of such licenses to Council on demand. Failure to do so by the hirer may result in the bond/security being forfeited and cancellation of the hire.



The temporary liquor licence application can be found online at <https://www.vcglr.vic.gov.au/>.

Where an event is held such as a 21st, engagement party or wedding where the hirer brings their own liquor to the event space to supply the guests free of charge, a licence is not required. The hirer once again must not allow any person without a Responsible Serving of Alcohol licence serve alcohol on the premises.

13. Smoking

The hall has a no smoking policy and smoking is prohibited in any enclosed area of the hall, in the grounds of the hall and within 10 meters of doorways or other openings.

14. Damage to Council property

West Wimmera Shire Council must be notified immediately of any damage to property, equipment lost or damaged during the hire period.

The hirer is responsible to cover the following;

- If Council's property is lost, the hirer must pay the current replacement cost of the equipment;
- If Council's property is damaged, the hirer must pay for all repairs

15. Music & Ending of Event

All music and use of the venue must cease at the end of the hired period.

16. Limit of Use

The hirer has the right to use the particular part(s) of the hall and associated equipment hired for the purposes advised to Council when hiring. Council reserves the right to use other parts of the hall or equipment which are outside of the hire agreement at any time.



17. Emergency Exits

Hirers are responsible for familiarising themselves with the evacuation plan and fire notices posted in the venues. In the event of an emergency organisers are responsible for safe evacuation of all patrons as per the evacuation plan. Please ensure that people with special needs are catered for.

Emergency exits and fire hose reels are not to be blocked by props, stands, tables etc and must be accessible at all times.

The hirer is responsible for ensuring that all patrons are aware of the evacuation plan before the event begins.

**THE HIRER IS RESPONSIBLE FOR ENSURING THAT ALL
PATRONS ARE AWARE OF THE EVACUATION PLAN BEFORE
THE EVENT BEGINS.**

18. After Hours Contacts

For emergency maintenance situations that endanger or threaten to endanger the safety, health, of staff or visitors attending the building or the actual building or assets contained within the building eg. Structural damage, please call:

West Wimmera Shire Council – Emergency number: 13 99 72 and follow the prompts for assistance.



Hall Hire Agreement Form

Hirer Details		Booking Receipt Number:		ABN:	
Name / Organisation					
Contact Person					
Address of Hirer					
Contact Numbers		Home / Work		Mobile	
Email Address					
Booking Details					
Areas Required ☐ Main Hall ☐ Meeting Room ☐ Kitchen					
Type of Function					
Date and arrival time (Please include set up start time)					
Date and finish time Please include clean up time)					
Alcohol will be present		☐ Yes	☐ No	Comments	
Music/band		☐ Yes	☐ No		
Public Liability Insurance Presented		☐ Yes	☐ No	Comments	
Usage of WWSC Public Liability Cover - \$15		☐ Yes			
Hiring Deposit Bond (\$200.00) - section 11		☐ Yes	☐ No	<u>\$200 IS PAYABLE PRIOR TO EVENT</u>	
Fee per use (booking fee)		\$			
The Rate Fee		☐ Full Day 8am – 5pm (9 hours) ☐ Half Day (4 hours) ☐ Evening 5pm – midnight (7 hours)			
Hire Group and Fee		☐ Community ☐ Commercial			

I, _____ agree to the Conditions of Hire set by the West Wimmera Shire Council for hire of their facilities.

Signature: _____ Date: _____



Hirer's Checklist

- ☐ All tables and chairs are returned to the original position.
- ☐ All decorations have been removed (including balloons, tape and adhesives, streamers, etc)
- ☐ Any cooking equipment used has been washed and returned to storage.
- ☐ The sink and all bench tops are to be wiped down and sanitised.
- ☐ The griddle plate, stove top and ovens and Bain Marie are to be wiped over and cleaned internally.
- ☐ All food items bought into hall must be removed by user groups.
- ☐ Check fridge, oven, dishwasher etc and make sure these are turned off.
- ☐ Toilets have been left in a reasonable state and tidied of excessive rubbish.
- ☐ All floors have been swept/vacuumed and kitchen floor mopped.
- ☐ All rubbish has been placed in external rubbish bins to capacity only, or removed from the premises.
- ☐ All heating/air-conditioning have been turned off.
- ☐ All lights are turned off.
- ☐ All doors are locked and secure.
- ☐ Any damage or breakages must be reported to West Wimmera Shire Council.

FEEDBACK FORM

**Booking Details**

Name

Address

Contact Number

Date of Booking

FEEDBACK DETAILS

Strongly Agree

Agree

Neutral

Disagree

Booking and Administration

The bookings process was simple and easy to follow

Information about the facility was provided and easy to understand

The payment process was conveyed clearly

Facility and Equipment

The evacuation plan was well displayed

Equipment and Amenities were in working order

The facility was clean and well presented

General

Were you satisfied with Customer Service

☐ Yes☐ No

Would you recommend our facility hire to others?

If you have noticed any items which may need maintenance attention
(floors/lights/windows/kitchen/amenities) please provide the details below:

Please return this form to the office when you return your key

Facility Fees and Charges



Community Hire Rates – Kaniva	Full Day 8am-5pm (9 hours)	Up to and including (4 hours)	Up to and including (7 hours)
Function Room	\$119	\$60	\$89
Meeting Room	\$30	\$19	\$30
Kitchen	\$35	\$19	\$30
Function Room and Kitchen	\$151	\$71	\$114
Meeting Room and Kitchen	\$60	\$30	\$54
Function Room, Meeting Room and Kitchen	\$176	\$88	\$141

Commercial Hire Rates – Kaniva	Full Day 8am-5pm (9 hours)	Up to and including (4 hours)	Up to and including (7 hours)
Function Room	\$237	\$119	\$176
Meeting Room	\$59	\$35	\$59
Kitchen	\$65	\$35	\$59
Function Room and Kitchen	\$296	\$148	\$234
Meeting Room and Kitchen	\$119	\$65	\$114
Function Room, Meeting Room and Kitchen	\$350	\$185	\$291