


	CEDUNA MEMORIAL HALL HIRE	Policy #	6.5 / 5
		Issued:	20 May 2015
POLICY		Next review	May 2019

Category:	Assets & Infrastructure Services	Classification:	Public
First Issued:		Review Frequency:	4 years
Legislation:	Nil		
Relevant Policies:			
Related Procedures:		Signed:	
Responsible Officer:	Manager Governance		
Adopted on :	20/5/15		

GENERAL STATEMENTS

The Ceduna Memorial Hall is a community owned facility that is available for hire from individuals, businesses and organisations.

Rationale

Specific conditions apply to the use of the Ceduna Memorial Hall and must be met by all users. These conditions will ensure the facility is able to be used by the Community, whilst meeting the necessary legislative requirements and reducing financial risk to Council.

Policy Detail

Any individual, group or business wishing to hire the Ceduna Memorial Hall must complete Councils Hall Hire Permit Application before approval can be considered, and the proposed hire date/s allocated.

1 GENERAL CONDITIONS

Public Liability Insurance

All groups and organisations are required to provide their own public liability insurance.

The applicant shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of ten million dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the applicant in relation to the activity.

The applicant must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the applicant.

Liquor License

If the applicant does not hold an existing liquor licence and is intending to organise a special event or a series of events where liquor will be sold or supplied, the applicant will need to apply for a **limited liquor licence**.

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Council may not approve the hire of the facility if it is deemed a limited licence is required but not obtained.

For all information on Limited Liquor Licenses please refer to:

http://cbs.sa.gov.au/OLGC/limited_licence.php

Food Number

No food or drink will be offered for sale by any Hall user without the prior approval of the Council. (Note: permission for Sale of Food and / or handling of food intended for Sale is subject to the registration of a Food Business Notification (FBN)). Applicants must supply Council with a FBN number when applying to hire the facility.

Registration of a FBN can be undertaken on line www.fbn.sa.gov.au.

Cleaning of Facility

All litter resulting from any function must be removed and placed in the mobile garbage bins provided and floors swept.

The applicant shall ensure that when the kitchen is used that any utensils, cutlery, crockery bench tops used are cleaned before leaving the facility.

Damage

The applicant will be responsible for the costs associated with the repair and/or replacement of any damaged furniture, fixtures or fittings and any extraordinary cleaning costs.

Bond

\$250 Bond is applicable to all Hall users. This must be paid prior to the event and collection of keys, and is refundable once the facility has been inspected (and deemed to be in a satisfactory condition) and keys returned.

For businesses an official purchase order supplied to Council, to the value of the bond will suffice as the bond. This order will only be processed if the conditions of the bond are not met.

Partial Hall Hire (3hrs Max)

This option is available for individuals, groups or businesses (eg 6pm – 9pm yoga class), however the booking can be rescheduled at Councils discretion if a full day hall hire is requested.

Set up and Pack up

4 hours on each day; immediately prior and after the event is available to the applicant at No Charge (subject to availability).

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2 FEES & CHARGES

Fees & Charges are reviewed and set each year. These charges are based on the use of the Ceduna Memorial Hall or part there of, excluding the Kitchen facilities (ie. Poynton St Foyer, Western Foyer, Entire Hall or short term use). An additional charge applies when the kitchen is used.

Individuals or Businesses

- Hire fees apply
- Bond deposit to be paid prior to getting keys
- Cleaning fees for kitchen use applicable.

Community Groups

A community group is a non for profit group within the Ceduna Council district, or a group whose specific function is directed related to the wellbeing of the Ceduna Community.

- All fees except the Bond be waived
- Bond deposit to be paid prior to getting keys

The authority to waive any fees is determined by Councils Delegation Register.