

 DISTRICT COUNCIL OF CLEVE	Version No:	5.0
	Issued:	19/07/2024
	Next Review:	04/06/2025

Procedure Name: **CLEVE DISTRICT HALL HIRE PROCEDURE AND APPLICATION FORM**

1. PROCEDURE OBJECTIVE

The purpose of this procedure is to establish a clear understanding for council staff, volunteers and the general public of the conditions associated with hiring the Cleve District Hall located at 20 Main Street Cleve. The Council needs to ensure that the Hall is used for the benefit and advantage of the broader community.

2. CLEVE DISTRICT HALL

The Cleve District Hall is often referred to as the Cleve Institute. The building includes a main hall area which features a stage, PA sound system and theatrical lighting. A supper room includes a bar and kitchen. Art work can be displayed in the supper room as special lighting is fixed to the ceiling for this purpose. There are also rooms at the front of the hall, namely:

- Storage
- Ticket box
- Entrance to the projector room.

At the back of the hall is a dressing / production room. Outside the main building, at the rear, are the male and female toilets. The hall is licensed to fit 400 people but the limit is 375, for safety reasons. For a seated function the hall can accommodate 230 people.

The small red light attached to the proscenium (*i.e. wood frame around the stage*) is connected to a smoke detector under the stage. The light will brighten and blink if smoke is detected on or under the stage. An audible alarm will activate, and evacuation of the building should occur.

3. RISK MANAGEMENT

Risk Management is an important obligation the District Council of Cleve takes very seriously and proactively manages. There are rules as indicated in this procedure to ensure minimal risk to Council and the community.

The Council holds a blanket public risk insurance policy for individuals / adhoc hirers of the hall where the hirer would not be expected to have Public and Product Liability insurance. It is not the intention to provide coverage for any businesses, stallholders, individuals hiring the hall for financial gain, incorporated bodies and / or groups who are not incorporated but operate their business / activities on a regular basis who should have their own Public and Product Liability insurance. It is not the intention to provide indemnity to a hirer of a Council facility to run school holiday programs. Policies can be obtained through www.localcommunityinsurance.com.au

Any event in the hall can be subject to a Work Health and Safety inspection by a Council employee, who may ask the hirer to accompany them on the inspection and look at ways of reducing the risk of an accident / incident occurring. The hirer could be asked to sign a risk assessment form so Council has evidence a risk assessment occurred and both parties were involved. This would occur prior to the function.

4. APPLICATION AND BOOKING PROCEDURE

Any user wishing to hire the hall is required to complete an application for hire form which is available from the Council Office, 10 Main Street Cleve, from Monday to Friday, 8.30am-5.00pm, or from the council website www.cleve.sa.gov.au.

Council reserves the right to decline any booking.

5. FEES AND CHARGES

Please refer to Council's Fees and Charges book for this information as it is updated every financial year.

For hall hire, a deposit will apply. This is subject to change depending on the type of function and the likelihood of the hall and / or its contents being damaged.

A Council employee will inspect the hall after the completion of the hall hire period, which is 5pm the following working day (unless prior arrangements are made with the). The inspection will not occur during clean-up to give the hirer a chance to clean all areas prior to the inspection. Hirer is to provide Council with a contact name and number for follow-up immediately after the event.

If the Hall is clean and no damage is sighted, the deposit will be returned; if not, the Council will use that money to fix the damage. Please report any damage immediately. Damage reported over the deposit amount will be billed to the hirer. Deposits will be reimbursed (if applicable) within three (3) weeks of the inspection, via electronic fund transfer or cheque. Cleaning can be outsourced to Council for a set fee upon request. If pavers surrounding the hall are stained for whatever reason, hirer may be charged a cleaning fee.

6. BOOKING CANCELLATIONS

Hire fees will only be refunded upon receipt of written notification of cancellation on the following terms:

- If notice is received two (2) days or more prior to the function, a full refund of the hire fees will be made
- If notice is received less than two (2) days prior to the booking, no refund of the hire fees will be made.

7. COUNCIL FUNCTIONS

Council reserves the right to cancel a booking if the facility is required for an official function approved by Council. Every effort will be made to ensure that the hirer has sufficient notification to make alternative arrangements, should this occur.

8. EQUIPMENT INCLUDED IN HALL HIRE

A limited number of trestle tables, crockery and cutlery are provided. Any additional equipment required is to be supplied at the hirer's cost.

Please use chair lifter; do not drag chairs or tables along the floor, as the wooden floor boards are easily marked and scratched. Also take care not to mark or damage the walls.

Due to the risk of damaging the floor, bar facilities are confined to the supper room, and food preparation is only permitted in the kitchen. Outside area can be used for cooking. Note: Drop sheets are to be placed over the pavers prior to cooking outside to avoid stains.

White chairs are to be placed in stacks of eight (8) at the front of the Hall, facing the wall. These chairs are not to be joined together in a row as this process

damages the chairs' sides. Red chairs are to be packed in the designated area under the stage.

The hirer must ensure that all electrical items being brought into and used in the facility have been tagged and tested in accordance with Australian Standard (AS) 3760.

Decorations are not to be attached to any lights, fans, heaters or sound systems. The centre hook is lowered by the rope on the wall to allow for overhead decorations (which have a strict 10kg limit). Nothing is to be attached to the hall curtains. Stage curtains are not to be taken down. The backdrop bar can be used for banners, decorations, props, scene paintings, etc.

Please note that ladder usage is restricted, for safety reasons. The only persons allowed to use the larger ladder or scaffolding must show evidence that they have completed "Working at Heights" training, and sign and demonstrate understanding of the specific risk assessment for ladder usage at the hall. If ladder use is required, Council employees who have completed the "Working at Heights" training, can assist. A smaller standard ladder can be used. Please see attached Safeguards Ladders Information sheet on correct ladder use, provided by SafeWork SA.

Theatrical lights and the PA sound system are only to be operated by an authorised trained person (to avoid damage).

Emergency exit locks have been placed on hall doors to ensure that they can be opened from the inside.

9. NO SMOKING

A "no smoking direction" applies to all areas of the hall. Hirers are responsible for ensuring the ban is observed, and if smoking occurs outside the hall (but still on Council land) all cigarette butts are to be removed.

Non-compliance with this policy may result in a loss of the deposit and/or the person or organisation being refused any future use of the facility.

10. CLEANING

Hirers shall replace all equipment used in the designated areas.

All rubbish must be removed from the building, especially food scraps, and taken off-site.

All areas used, including the public toilets behind the hall, are to be left in a clean and tidy condition by the time the hire period ends (hirers have until 5pm the following day, unless prior arrangements are made by the hirer and Council, to have the facility in a clean and tidy manner). Cleaning equipment is provided for use and stored in the cleaning cupboard.

Hirers should ensure the following cleaning is undertaken as a minimum requirement at the end of any function:

- **Entrance:**

- o Floors swept and all waste removed

- **Designated Booking Area (e.g. Hall and / or Supper Room / Kitchen):**

- o Floors swept. Please do not wash or buff the wooden hall floor as this is specially done by Council's cleaner; however, any spillages should be wiped up immediately
- o All tables and chairs, crockery and cutlery are cleaned and stowed in their original positions
- o All waste removed from premises
- o All appliances turned off after use
- o All food, drink, etc., removed from fridge/s
- o Fridge/s used wiped out, turned off and doors left ajar to air
- o Bench tops and sinks, in both kitchen and bar areas, are wiped and cleaned

- o Appliances which have been used cleaned
- o Tea towels remain in the hall as they are to be laundered by Council's cleaner
- o Any carpeted area used vacuumed
- o Lights, hot water and oven / stove turned off
- **External Area:**
 - o Male and female public toilets at the rear of the hall are to appear clean and tidy post event/function
 - o All excess rubbish removed that does not fit into a waste bin needs to be taken from the premises and disposed of.

11. LIQUOR AND LIQUOR LICENCING

Hirers are permitted to consume, supply or sell liquor in the premises but must be aware of, and comply with, the licensing requirements of the State Government's Consumer and Business Services. Please provide a copy of your temporary limited liquor licence with your application to hire the Cleve District Hall.

12. KEYS

Keys to the hall can be collected from the Council Office during business hours and must be returned at the end of the hire period.

No hall keys are to be cut to make duplicates.

13. CLEVE DISTRICT HALL PRE AND POST EVENT / FUNCTION USE INSPECTION

The Hall will require a pre hire inspection with the applicant to ensure the hall is in a clean and safe condition ready for the applicant's event/function.

The hall will then require a second inspection once the applicants have cleaned and tidied the hall after the event or function.

The hall inspection can be found in Skytrust under Hall Hire Pre and Post Use Inspection. If a person would like to conduct the inspection manually, a PDF of the blank inspection form can be printed off for manual completion. Once completed the document will need to be entered to Skytrust.

Once the pre inspection is completed, contact the works department if cleaning is required and arrange prior to applicant's event/function date.

14. AVAILABILITY OF PROCEDURE

This procedure will be available for inspection at the Council's Office during ordinary business hours and via Council's website <http://www.cleve.sa.gov.au>

15. LEGISLATION

Work Health and Safety Act, 2012

Work Health and Safety Regulations, 2012

Local Government Act, 1999

16. REFERENCES

Australian Standard (AS) 3760 – Electrical Testing and Tagging
SafeWork SA Safeguards Ladders Information
Consumer and Business Services

SIGNED:



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Chief Executive Officer

Date: 19/07/2024



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Chairperson, Health and Safety
Committee (HSC)

Date: 19/07/2024

17. REVIEW HISTORY

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	April 2011	New Document, April 2011
	2.0	July 2013	Inclusion of Review History section. Minor typographical corrections. Changes to content and references.
	2.1	June 2015	Minor changes to content and references.
	3.0	04/06/2021	New format – Procedure and application form on one document. Inspection moved to Councils QHSE system Skytrust.
	4.0	10/07/2023	Minor changes
	5.0	19/07/2024	Minor Changes



Cleve District Hall Hire Application Form

Please complete the below application form and return to Council:
council@cleve.sa.gov.au

Applicant Name			
Organisation Name:			
Address:			
Contact Number:		Email Address:	
Purpose of Hire:			
Event Date:			
Period of use From:		Period of use to:	
Will alcohol be served:	Yes ☐	No ☐	
Temporary Limited Liquor Licence Provided	Yes ☐	No ☐	
The hirer has Public Liability Insurance:	Yes ☐	No ☐	

REFUND DETAILS

Name:			
BSB:		Account Number:	

I, on behalf of the permit holder, hereby make application to the District Council of Cleve to hire the Cleve District Hall for the purpose specified above, on the specified date(s) and for the specified period of use. In signing, I acknowledge that I have read and understand the permit conditions contained herein and agree to abide by the said conditions.

Signature:		Date:	
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The issuing of this permit is subject to:

- A. The permit holder paying the prescribed fee.
- B. The permit holder agreeing to the general conditions of the permit as contained herein.
- C. The permit holder agreeing to all Special Conditions which the Council may determine.

AUTHORISATION (OFFICE USE ONLY):

Permit Number: _____/____	Approved ☐	Denied ☐
Fee:		
Deposit:		
Total:		
Invoiced:	Yes ☐	No ☐

If no to "invoiced", please arrange payment in person or invoice to be generated by accounts.

Approved by:

Name:		Position:	
Signature:		Date:	

*Ensure a copy is made of this completed and signed form. A copy is given to the hirer and the original is placed in Council's records system.

GENERAL CONDITIONS

1. Hirers wishing to consume, supply or sell liquor must be aware of, and comply with, the licensing requirements of Consumer and Business Services. A copy of your temporary limited liquor licence to accompany your hire application. To enquire about the need for a limited liquor licence please contact Consumer and Business Services, via website www.cbs.sa.gov.au or Phone: 131 882.
2. Public & Product Liability Insurance - The intention of the Hall Hirers Public Liability policy is to provide liability coverage to those individuals / adhoc hirers of Council owned and controlled facilities where the hirer would not be expected to have Public & Product Liability Insurance. It is not the intention to provide coverage for any businesses, stallholders, individuals hiring the hall for financial gain, incorporated bodies and / or groups who are not incorporated but operate their business / activities on a regular basis who should have their own Public & Product Liability insurance. It is not the intention to provide indemnity to a hirer of a Council facility to run school holiday programs. Policies can be obtained through www.localcommunityinsurance.com.au
3. Any event in the hall can be subject to a Work Health & Safety inspection by a Council employee, who may ask the hirer to accompany them on the inspection and look at ways of reducing the risk of an accident / incident occurring. The hirer could be asked to sign a risk assessment form, so Council has evidence a risk assessment occurred and both parties were involved. This would occur prior to the function.
4. For hall hire, a deposit will apply and is payable to Council. This is subject to change, depending on the type of function and the likelihood of the hall and / or its contents being damaged.
5. If the hall is clean and no damage is sighted, the deposit will be returned; if not, the Council will use the money to repair the damage. Please report any damage immediately. Damage reported in excess of the deposit amount will be billed to the hirer. Deposits will be reimbursed (if applicable) within 3 weeks of the inspection via cheque or electronic fund transfer. Cleaning can be outsourced to Council for a set fee upon request. If pavers surrounding the hall are stained for whatever reason, hirer may be charged a cleaning fee.
6. A Council employee will inspect the hall after completion of the hall hire period, which is 5pm the following working day (unless prior arrangements are made with Council and hirer). The inspection will not occur during clean-up to give the hirer an opportunity to clean all areas prior to the inspection. Hirer is to provide Council with a contact name and number for follow-up immediately after the event.
7. Cancellation of bookings - hire fees will only be refunded upon receipt of written notification of cancellation. If notice is received 2 days or more prior to the function; a full refund of the hire fees will be made. If notice is received less than 2 days prior to the booking, there will be no refund.
8. Council reserves the right to cancel a booking if the facility is required for an official function approved by Council. Every effort will be made to ensure that the hirer has sufficient notification to make alternative arrangements, should this occur.
9. Ladder usage is restricted, for safety reasons. The only persons allowed to use the large ladder or scaffolding must show evidence that they have completed "Working at Heights" training and sign and understand the specific risk assessment for ladder usage at the hall. If large ladder / scaffold use is required, a number of Council staff have completed the "Working at Heights" training. A smaller standard ladder may be used, correctly following ladder safety instructions.
10. Kitchen is used just for food preparation. Outside area can be used for cooking. If cooking outside, drop sheets are to be placed over pavers in preparation, to avoid stains. Dressing and Supper rooms are not to be used to cook in. Do not use the power points from the kitchen as this turns off all power. There is a power point (it is only 10 amp) in the bar area next to the fridge. This power point can also be used to power an outside cool room.)
11. Theatrical lights and PA sound system are only to be operated by an authorised trained person.

12. A “No smoking ban” applies to all areas of the hall. Hirers are responsible for ensuring that the ban is observed and if smoking occurs outside the hall (but still on Council land) all cigarette butts are to be removed. Non-compliance with this policy may result in a loss of the deposit and / or the person or organisation being refused any future use of the facility.
13. The small red light attached to the proscenium (*i.e. wood frame around the stage*) is connected to a smoke detector under the stage. The light will brighten and blink if smoke is detected on or under the stage. An audible alarm will activate, and evacuation of the building is to occur.
14. Keys to the hall can be collected from the Council office during ordinary business hours and must be returned at the end of the hire period. No hall keys are to be cut to make duplicates.
15. If the external public toilets behind the hall are to be used for the event (**note:** there are no other toilets in the vicinity), ensure they reasonably cleaned after use.
16. This permit may be revoked by Council if the permit holder fails to comply with a condition of the permit and may be revoked in any other justifiable circumstance.
17. For further information, please refer to the Council's Hall Hire Procedure for the Cleve District Hall available at www.cleve.sa.gov.au or at the Council Office, 10 Main Street, Cleve, phone: (08) 8628 2004.