

BACCHUS MARSH PUBLIC HALL AND SUPPER ROOM

CONDITIONS OF HIRE

Notice to all Hirers and Entrants:

- 1.** The Councillors and citizens of the Moorabool Shire Council shall not be liable for any injury, loss or damage suffered by any person entering these premises howsoever caused, including liability for any injury, loss or damage caused by the negligence of the Committee of Management and citizens of Moorabool Shire Council, their employees, servants or agents. Facilities are hired at Hirers' own risk and the Hirer remains responsible for their actions.
- 2.** The hirer shall indemnify Moorabool Shire Council and keep council indemnified from and against all actions, suits, proceedings, claims, demands, damages, and costs whatsoever brought, prosecuted or made (as the case maybe) against council for or on account of or arising out of or in any way connected with the loss of life, personal injury or damage to or loss of property suffered or sustained in consequence of the acts, omissions, neglect or default (including negligence) of the hirer or any servant or agent of the hirer or any person claiming through or under the hirer during the period of hire.
- 3.** It is the Hirers responsibility to ensure that the premises are suitable for the planned function. The committee or the council shall not be responsible in the event that the function suffers loss by cause of the premises not being suitable to hold said function.
- 4.** Non-commercial hirers of council owned, and controlled facilities are covered by council's one-off public liability insurance cover. The hirer shall bear the first \$250 of each and every claim or series of claims arising out of any one Occurrence.
- 5.** All business and incorporated associations must have their own public liability Insurance policy, a copy of this policy must be provided to the bookings contractor prior to the collection of keys.
- 6.** It is a major condition of hire that facilities shall be cleaned immediately following each function and not left to the following day. All equipment is to be returned to its original place in the premises. The bookings contractor must approve any other arrangements. Any request to clean up the following day must accompany a minimum 3 hour paid booking (if the venue is available)
- 7.** Sticky tape, blue tac or like substance is not to be used to attach decorations to walls, sound proofing panels or ceiling.
- 8.** The use of ANY permanent fixings such as screws and nails are NOT allowed to be used.
- 8a.** Pins such as thumb tacks, may be used on the soundproofing surfaces only.
- 8b.** CONFETTI is NOT to be used including inside balloons. This is extremely hard to clean up and will result in forfeiture of part or all of your security bond.
- 9.** The hall, supper room and kitchen are to be left in the same manner as was made available.
- 10.** The security deposit will be forfeited if the hall, supper room and/or kitchen are not left in a clean and tidy state after each function. GST will be deducted from the security bond before the balance is forfeited.
- 11.** The hire charge will be forfeited if 14 days' notice is not given of cancellation and the hall has not been re-booked. The security deposit will be refunded.

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12. Moorabool Shire Council and/or The Committee of Management reserves the right to refuse a booking or subsequently cancel a booking should concern be established for protection of these facilities, where incorrect or misleading information has been given or essential facts omitted.

13. All damages incurred must be paid for at cost.

14. It is the responsibility of the hirer to ensure they collect the key during normal business hours (08:30 – 17:00 Monday to Friday) the day of or prior to the booked hire, and that the hirer checks that the keys provide access to the area hired.

15. Hirers are required to collect the keys from the customer service officer at the Lerderderg Library, 215 Main St Bacchus Marsh, during normal office hours.

To return the keys hirers must either return to the customer service officer or if after hours they can be deposited into the library book return (adjacent to the left of the library entrance)

Hirer's who neglect to pick up keys and require the bookings contractor or hall keeper to attend out of normal office hours will be charged for the full cost of attendance (\$75 per call out) In certain circumstances, this amount could be in excess of \$150.00 inclusive of GST and will be deducted from the security bond or if this is insufficient, an invoice will be sent to the hirer for any difference. To avoid this situation, if you envisage any difficulties in picking up the keys during office hours, please telephone the bookings contractor to discuss alternative arrangements.

16. Overcrowding of the hall facilities is prohibited. Capacity limits are as follows and must always be adhered to.

Main Hall – The capacity of the main hall is 450 people with no dance floor (180 people during any mandated health restrictions e.g. Covid) When a dance area is provided, the number of people allowed is reduced by the total square meters of the dance floor allowed E.g. dance floor area is 10m x 10m = 100 sq. metres, therefore the capacity of the hall is decreased by 100 people.

Supper Room – The capacity of the supper room is 120 people with no dance floor (60 people during any mandated health restrictions e.g. Covid). When a dance floor area is provided, the number of people allowed is reduced by the total square metres of the dance floor allowed e.g. Dance floor is 5m x 5m = 25sq metres, therefore the capacity of the hall is decreased by 25 people.

17. Access to the Facilities: Not before 06:00am unless booked the evening prior for set up access

17a. The facilities are to be vacated no later than 1am and all music ceased by 12 Midnight, amplified or otherwise.

18. Hirer's must always comply with Liquor licensing requirements and the obtaining of the necessary permits is the responsibility of the Hirer.

19. All rubbish that does not fit in the external skip/rubbish bins, must be taken away by the Hirer.

20. Any keys not returned after the hire will incur a charge of \$300 each payable by the hirer.

21. All exit doors must not be blocked by displays or tables etc.

22. Microphones are to be returned to sound system safes together with any cords or remote controls.

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23. Ball sports or any activity which may require items of equipment being thrown up in the air, are not permitted in either the Supper Room or Public Hall.

24. When required, A Covid safe plan must be provided for all public events e.g. Art shows, markets etc. For all private events, the hirer must abide by the Bacchus Marsh Public Hall Covid Safe Plan when required.

Cleaning Materials and Location

The cleaners' room is located in the passageway opposite the men's toilet

- 1 x 600ml broom
- 2 x 900ml dusting mop
- 2 x house brooms
- 2 x mop buckets
- 2 x mops
- 1 x vacuum cleaner
- 1 x bin liners
- 1 x toilet paper
- 1 x small brush and shovel

Facility Inspection Check List

Main Hall

Foyer

- External doors locked.
- Lights off.
- Condition of floor, walls, windows, fittings, steps, pictures, Fire extinguisher, flag
- Vacuum floor

Hall

- Floor condition, unmarked, swept & mopped
- Walls - clean, no pins or tape, undamaged
- Bins emptied and liners replaced
- Kitchenette clean
- Refrigerator clean
- Window blind cords ok
- Air Conditioner/heaters turned off
- Gas heater controls ok
- Defibrillator in place & operating
- Portable stairs in position & locked
- Light blue chairs (200) clean & stacked no more than 5 high per stack.
- Round Tables (12) stacked correctly (face to face and back-to-back) & undamaged.
- Plastic tables (15) under stage stacked Correctly (face-to-face and back-to-back) & undamaged.

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Stage

- Floor clear & clean
- Curtains - motor operating, Drapes ok
- Dark blue & plastic chairs clean & stacked (no more than 5 high)
- Lights off
- Windows & winders ok
- Sound cabinet ok & on
- Door locked
- Sound wall safe; contains 2 leads, 1 remote, 2 microphones and cases
- Sound system off

Supper Room

- External Doors locked
- Lights off
- 2 Heaters & 2 Air Conditioners off
- Floor clean & undamaged
- Bins emptied & liners replaced
- Curtains & walls undamaged & clean
- Items returned to storeroom
- 60 light green Chairs undamaged, cleaned & stacked no more than 5 high
- 12 tables undamaged, cleaned & stacked in location
- Sound Safe; contains 3 remotes, 1 microphone, 1 lead, 1 stand
- Sound & Projector off
- Defibrillator in place & operating
- Internal doors locked

Kitchen

- Benches, floor, walls & sinks clear & clean
- Dishwasher off & tub drained
- All flexi washers off at taps
- Fridge empty & clean
- Boiler switched off
- Cutlery & Crockery. Quantity & stored
- Stove, Ovens, Microwave & Bain Maree clear & clean
- Skip Key on hook
- 1st Aid box stocked
- Fire Extinguisher ok
- Bins emptied and new liners
- 6 trays in pie oven

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- External & Fly screen doors locked
- Internal door locked

Toilets

- Benches, walls, cubicles, doors, mirrors clean & undamaged
- Toilet roll holders undamaged
- Paper stock

Hallways

- Floors, ceilings, glass, walls undamaged & clean
- First Aid Cabinet ok
- External door locked

Cleaners Room

- Mops hung with heads over buckets
- Brooms in place
- Door locked
- Skip key on hook
- Toilet Rolls stock
- Vacuum cleaner ok

External

- Rubbish in Bins & skip locked
- External doors, windows, walls, alcoves; undamaged, clear & clean