

Conditions of Hire

Alcohol

Hirers may be required to obtain a liquor licence. BYO no licence is required

Amplified Music

Amplified music is not to exceed a reasonable level appropriate for the surroundings and local amenity. Under EPA noise guidelines, amplified sound is prohibited after 10pm Sunday to Thursday and 11pm Friday and Saturday.

Behaviour

Any person causing an offence against such Regulations, using insulting language or disorderly behaviour must be removed from the building by the hirer or the nominated person 'in charge'. Patrons are required to vacate the premises in a quiet and orderly manner, so as not to disturb local residents.

Cancellation

The hirer will forfeit half the total hire fee where booking is cancelled with less than seven (7) days' notice unless the facility is re-hired.

Catering

Catering for food is the sole responsibility of the hirer, equipment such as crockery and cutlery is available for use and must be returned in a clean condition. Please note that the Town Hall is not a commercial kitchen so food must be prepared off site and only heated in the kitchen. The kitchen must be left in a clean and tidy condition.

Cleaning

Hirer must ensure facility is thoroughly cleaned after use

Town Hall Floor

The Town Hall Floor is Heritage listed and as such, the following conditions apply:

- No mopping of floor.
- No Ice Buckets/plastic containers holding liquid is to be placed directly on the floor surface.
- No Spillage of liquids or food onto Town Hall Floor and Carpet;
- No tape to be put onto the Town Hall Floor (including duct tape);
- No Chewing gum:
- No Smoking (Strictly Forbidden);

- No Dragging of Furniture/Chairs. Dragging of chairs along the floor will cause damage to the timber boards.

If the floors are left dirty/stained or damaged in any way, then the hirer is liable for the costs involved.

Town Hall Foyer

In the event alcohol is served in the main foyer area, this area must be steamed cleaned prior to the next business day. Steam Cleaning can be arranged via the Customer Service Staff, with the cost being forwarded to the hirer.

Princess Park Pavilion

- No Spillage of liquids or food onto Floor;
- No tape to be put onto the Floor (including duct tape);
- No Chewing gum;
- No Smoking (Strictly Forbidden).

If the floors are left dirty/stained or damaged in any way, then the hirer is liable for the costs involved.

Decorations

Decorations may only be fixed to the hooks provided in the building. No Cellotape, blu tac, duct tape, pins etc are to be attached to painted surfaces. All decorations must be removed at the end of the function. If this is not carried out, the costs will be deducted from the security deposit.

Electrical Equipment

Test Tagging of electrical equipment and tools brought onto Council property and in into Council buildings.

All tools and equipment shall have an identification tag, stating the date of last inspection and when the next inspection is due, including the name of the person who carried out the testing, shall be traceable using record of test documentation as laid out in the standard AS/NZS 3760:2001.

Borough of Queenscliffe reserves the right to demand removal from site, any electrical equipment it deems to be non compliant, or any equipment considered suspect.

Borough of Queenscliffe can call upon their electrical contractor to assist when circumstances require it at a cost to the hirer. Any electrical equipment found to be untagged, MUST be tested and tagged or removed from site immediately.

Double Adaptors may not be used under any circumstances.

New equipment need not be inspected or tested, but must be tagged with the re-test date prior to introduction to service. AS/NZ 370:2001 24.2.

Emergency after hours number

Emergency contact can be made by telephoning 0418 525 904. For Medical, Police or Fire emergencies, please call '000'.

Emergency Exits

All emergency exit doorways and passageways should be left clear at all times. The doors on the north and south walls of the Town Hall should only be used in case of emergency – all other times these doors are not to be used.

Fees

Payment of all fees including the bond must be made at least seven (7) days prior to the hire. Should there be deductions from the Bond you will be notified prior to any action being taken.

Gambling

No game of chance or raffles (other than raffles approved by the Attorney General or his Delegate under Section 6 of the Lotteries, Gaming and Betting Act) shall take place in any portion of the building.

Insurance

Regular or commercial hirers are responsible for providing public liability insurance cover as required by Council. Casual Public Liability Insurance coverage is also available via Local Community Insurance Services by contacting 1300 853800 or via the website www.localcommunityinsurance.com.au.

Key Collection

Keys must be collected before 4.00pm on the business day of or prior to the hire.

Obstruction

The Hirer shall comply in every respect with Regulations under the Health Act with regard to public buildings for the prevention of over-crowding, obstruction of gangways, passages, corridors, stairs or any other part of the building. The capacity of the Town Hall is maximum persons allowable is 300 and the Pavilion is 100.

Smoking

Smoking is prohibited in all parts of the facility

Sub-letting

Sub-letting is not permitted under any circumstances.

Theft or losses

The Council and its Officers shall not be liable for any thefts or losses incurred by the hirer, their agents or staff during occupancy or for any equipment remaining on the premises after the occupancy.

Checklist

The following must be completed after your function

- All internal lights and heaters are OFF
- All doors are locked
- All floors are swept and removal of spilt liquids attended to immediately to avoid staining.
- Tables and chairs to be stacked and returned to original position
- All rubbish to be taken by the hirer for disposal
- Kitchen to be left in clean state with benches wiped down, stove, fridge and sink cleaned and floor swept and mopped.
- All cleaning equipment is supplied but hirers are asked to bring own dishcloths, tea towels and garbage bags.

If this is not carried out the cost of doing so will be deducted from the bond.