



VENUE INFORMATION

Community Halls

Ph: (08) 9781 0383

Email: bookings@busselton.wa.gov.au

Website: www.busselton.wa.gov.au

Introduction

This Venue Information is binding for all users of the Building. It is designed to ensure that the hire of the Building is consistent and maintained to a high standard. It is also intended to be fair and reasonable.

Hirers have access to this document on the City of Busselton website, located under Venues for Hire. The document on the City website is the current version available.

1. Definitions

For the purposes of this document:

Contract of Hire Form means the Contract of Hire entered into with the City;

Building means any City of Busselton Community Hall;

City means the City of Busselton;

Common Areas are the areas included in this document and include the foyer, kitchen and toilets;

Hire Period means the dates and times specified in the Contract of Hire Form;

Hirer means a Person, a Body Corporate, Business or an Incorporated Association that have completed a Contract of Hire Form with the City;

Keys mean any access card or key provided;

Venue means the hired space as identified on the Agreement this includes the kitchen and the Common Areas which are available for non-exclusive use in conjunction with the hire of these rooms and excludes the Leased Premises.

2. Keys

The Hirer will be provided with a folder and a key to the Venue. The folder and key must be returned to the City at the end of the Hire Period (office hours are 8:30am to 4:30pm). Hirers shall be responsible for these Keys and must notify the City of any loss or damage to the same as soon as possible. Charges will apply for lost Keys.

3. Access

Hirer's access to the Venue will be restricted to the agreed Hire Period only.

4. Cleaning and Waste

The City shall employ cleaning contractors to clean the Venue at frequencies determined by the City.

It is the Hirer's responsibility to ensure all rubbish is removed from the Venue, including the kitchen, at the end of the hire period. All internal bins must be emptied and all rubbish disposed of into the outside rubbish bins, or removed off-site. No food is to be left in the fridge and all plates/catering equipment removed from the venue.

5. Emergency Evacuation Procedures

Hirers must acquaint themselves immediately upon arrival with the location and content of the evacuation Procedure for the Venue, including the location and type of fire extinguishers and blankets. Hirers must ensure their employees, clients, suppliers, or guests are familiar with such procedures.

6. Insurance

If required by the City, Hirers will provide a copy of their current public liability insurance certificate for an amount specified in the Terms and Conditions of Hire.

7. Parking

There is no designated parking for Hirers, visitors, or users of the Venue. Parking is available nearby either at metered or free period sites.

8. Air Conditioning (if applicable)

Hirers will be provided with operating instructions for the air conditioner unit. It is the Hirer's responsibility to ensure they are familiar with these instructions before operating the unit. You are required to ensure the unit is **switched off before leaving**. Please notify the City of any failure in the operation of the air-conditioning facilities.

9. Shared Areas

Common Areas are not to be used for storage without prior written approval from the City. Bikes/scooters must not be placed in the Common Areas and should be kept outside the Building in racks if provided (and preferably locked). No bikes/scooters are to be left near any entrance doors to the Building.

10. Kitchen

Access to the kitchen is only available with Key access. Entrance doors to these rooms must be kept closed at all times. Doors to outside areas must be locked before leaving the room.

General cleaning items will be available for use. No tea towels or cleaning cloths are supplied. The kitchen is not to be used for storage without prior written approval from the City. Personal items must not be stored on top of the work stations. Shelving is available under the servery areas for the storage of personal items such as handbags, keys etc. Hirers must not use or access any equipment in the kitchen that belongs to the Youth Services Team.

When operating any equipment, operating procedures and manuals shall be followed at all times. Equipment shall be used only in the manner for which it is intended. Any faults with the equipment are to be reported to the City.

It is recommended that when cooking in the kitchen that the air conditioner is turned on.

The chemicals plumbed into the dishwashers where installed shall not be tampered with or changed by Hirer's. If chemicals require changing during the hire period this should be brought to the attention of the City.

The Hirer shall remove all waste products, dispose of waste responsibly and, recycle where appropriate. This includes the responsible disposal of cooking oils.

Any breakage, loss or theft of any equipment including but not limited to tables or furniture are to be reported to the City.

11. Signage, Advertising Material, Decorations

Posters, advertising material or decorations are **NOT** to be affixed to internal or external glass surfaces or walls. No BluTac, sticky tape or adhesive substance is to be used on any surface.

Freestanding signage may be used during the Hire Period if prior approval is granted by the City and such use must be consistent with any signage policy that the City may have. Signage must not obstruct any Common Area or access way.

12. Smoking & Alcohol

Smoking and Vaping is not permitted within the Building and not allowed within 5 metres of any entrance to the Building, and within 10 metres of air conditioning intakes.

The consumption and serving of alcohol is not permitted within the Building without prior approval from the City.

Hirer's must advise the Venue Support Team if they wish to consume alcohol in the venue, by submitting an 'Application to Consume Liquor Form'. When applying for a liquor licence for hiring of the Venue, hirers must adhere to the defined liquor consumption zone. Hirers and guests are not permitted to consume liquor outside of this zone, as per the Alcohol Approval Letter issued by the Venue Support Team.

13. Use of Building

1. The Hirer shall not use the Venue for any purpose other than the Approved Purpose specified in the Contract of Hire Form. Set up and pack up times must be included in the hire period.
2. The Hirer shall use the Venue and all its related equipment in a safe and proper manner. Audio Visual equipment shall be used in accordance with the manual provided by the City.
3. Hirers and users of the venue shall not;
 - i. light candles, candle lanterns or floating candles under any circumstances. These items result in unsightly litter and pose a fire risk;
 - ii. Use confetti, rice or scatter decorations of any description;
 - iii. Light or operate a gas or wood fire appliance including but not limited to braziers, heaters, barbeque grills, outdoor heaters, alcohol burners;
 - iv. With the exception of appliances dependant on a permanent power supply such as refrigerators, leave any electrical lights or appliances on when vacating the Venue;
 - v. leave taps or dishwashers running in any location;
 - vi. damage any part of the Building or its immediate surroundings, if any damage is caused then the Hirer will be responsible for the repair of such damage; and
 - vii. do anything that may cause the Building to be vulnerable to fire, or to allow anything to be done that will cause damage or create annoyance or inconvenience to occupiers of any adjoining areas or buildings.

14. Music

Hirers must be aware that music utilised in association with the hire of the Building may be in breach of the *Copyright Act 1968* unless the Hirer acquires the appropriate licence as specified by the APRA and Phonographic Performance Company of Australia (PPCA).

Hirers shall keep the volume of music and other noises within the legal noise level limits applicable to the time and use of the Venue. In the event of noise complaints or breach of law, a City employee may instruct the Hirer to take action to reduce noise. Failure to do so may lead to the Hirer being directed to immediately vacate the Venue.

15. Vacating

At the end of the Hire Period, Hirers must ensure that the Venue used by them is left in a clean and tidy condition to the reasonable satisfaction of the City. Cleaning costs or costs for the repair of damage caused during the hire period will be charged in accordance with the terms of the Agreement.

If a Bond has been paid, an inspection will be carried out by City staff after the hire period. If the venue has been left in a suitable condition, the Bond will be refunded within 5 – 7 working days. If the venue is not left in a suitable condition, the Hirer will be contacted to return and clean the venue. If there is not enough time between the next booking, the Venue Support team will request a cleaner attend the venue and the cost will be deducted from the Bond.

CONTACT DETAILS FOR CITY OF BUSSELTON

BOOKINGS / VENUE ENQUIRIES (Business Hours)

Venue Support Services

Phone: 9781 0383

bookings@busselton.wa.gov.au

URGENT MAINTENANCE (After Hours)

City of Busselton

Phone: 9781 0444