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| **bsc_logo_cmyk_solid_colour** | **<NAME> HALL**  **Booking Information and Application Package**  *This Community Hall is managed by volunteers on behalf**of Byron Shire Council* |

**BOOKING INFORMATION**

This information is provided for potential Hirer’s of the above facility. Further information can be found in the relevant facility brochure, and on Council’s website.

**BOOKINGS**

Booking Process:

1. Most halls have an online calendar where you can view availability (see Council’s website)
2. Read this information and hire conditions.
3. Complete the Application Form, Public Liability Checklist and Risk Assessment (overleaf). Provide

the completed forms, along with any other required paperwork, to the booking officer for the hall.

1. The booking officer will confirm the availability of the hall for the booking.
2. The booking will be confirmed when a signed hire agreement and payment is received.

Please consider:

* time required to set up, tidy and clean the hall when choosing your hire period as entry will not be permitted prior to start time or finish time specified in the Agreement.
* Bookings will only be accepted for teenage and 21st birthday celebrations at certain halls. These types of events are considered high risk (refer to Special Events below).

**FEES AND CHARGES**

The current fees and charges for this facility can be found on Council’s website.

Council sets the fees and charges as per the Local Government Act 1993. The fees are reviewed each financial year and this includes a public exhibition period to provide an opportunity for the public to make submissions. **Note** the committee does not have the authority to waive or reduce fees for hire of this facility.

Community rate

* Not-for-profit incorporated community organisation and a certificate of incorporation to be provided;
* A community group that is not incorporated and does not generate any income for the group or any   
   individual;
* Registered as an income tax exempt charity (ITEC) with the ATO and evidence to be provided; OR
* If fund-raising on behalf of a charity - with all funds raised to be provided to the charity - a letter of   
   support from the registered charity to be provided.

Commercial rate - Any activity that generates income from the use of Council owned or managed land that is assessed as not meeting the definition of Community Rate.

Standard rate - Any activity that does not generate income from the use of Council owned or managed land that is assessed as not meeting the definition of Community Rage.

Private Hire - A genuine private function that is not open to members of the public.

**CANCELLATIONS -** The hirer must notify Council (via the Booking Officer) in writing of changes to hours or use of the hall a minimum of two weeks prior to changes taking effect. Fees are charged at the discretion of the committee.

* Cancellations with less than 2 weeks notice but more than 7 full days notice forfeit 50% of the total fee
* Cancellations with less than 7 days notice, the total fee is forfeited

**BOND -** For some functions, a security bond is held until a post-event inspection and released when the hire agreement has been fully adhered to. The key bond will be retained if key is not returned immediately after hire session.

**HIRERS**

**REGULAR HIRERS -** Payment is to be made one month in advance throughout the regular hire period. The booking officer is to be notified of any proposed changes in writing and will notify the hirer if the changes can be accommodated.

Regular hirers please note:

* A review and negotiation of the Hire Agreement will occur annually or more frequently.
* Council review fees and charges annually and these may change during the period of hire.
* A current/valid Public Liability Insurance Certificate will be required for the term of the hire agreement.
* Bookings will be accepted and confirmed based on equity of hall use. The same hours or hire cannot be guaranteed from hire agreement to hire agreement.
* Approval may only be given to any one hirer up to a maximum of 15 hours per week. Afternoon and evening activities will be managed by restricting afternoon activities to a maximum of 3 nights a week past the hour of 6.30pm.

**CASUAL/ SPECIAL EVENTS HIRERS** - Special conditions may be imposed for some events including, but not limited to additional security, event safety plans and providing information about alcohol use and ages of participants. Special event applicants must complete a Risk Assessment and put in place risk controls satisfactory to Council. These types of high risk events must not be openly advertised without prior, written consent from Council. This includes advertising via the internet including social media and forums. A special event payment (including the bond) is due **one month** prior to the event.

**ADDITIONAL INFORMATION REQUIRED FOR BOOKINGS**

**ALCOHOL** - For service of alcohol, a liquor license may be required. Further information can be found at Liquor and Gaming website. If serving BYO alcohol at the event/function a person in authority for the event must have a RSA Certificate or Card and a copy of the certificate is to be provided to the Bookings Officer.

**Voluntary Breath Testing -** Voluntary breath testing can be provided where your venue or event is likely to involve the consumption of alcohol and driving. Venue and event coordinators seeking to provide voluntary breath testing are encouraged to obtain current details of providers that offer this service in the Byron Shire.

**MUSIC LICENCES -** If the booking is for an activity that is open to the general public (ie a class or a dinner event open to the public), a license for the playing of music may be required. From 1 July 2019, music licensing is being managed by One Music. OneMusic Australia is an APRA AMCOS and PPCA joint initiative which aims to simplify the process of acquiring a public performance music license. To see what type of music license may be required for your event or activity, visit their website.

**PUBLIC LIABILITY INSURANCE -** Checklist “A” or “B” must be completed & returned:

**“A”** Checklist for Casual and Regular Hirers: A $20million Policy exists in order to cover the hirer using Council facilities. See definitions of “Casual” and “Regular” hirers. Regular Hirers are required to provide a copy of their current Public Liability Policy prior to use of the hall.

**“B”** Checklist for Any other Hirers: Public Liability Insurance cover is required in the sum of not less than $20million.

**OTHER PERMITS AND LICENSES –** Hirer’s are expected to comply with any relevant laws regarding their intended use of the premises for activities.

**COMPANION CARD PROGRAM -** Council participates in the Companion Card program as an affiliate member and advises all hirers that any person that is a card holder will be able to obtain a free ticket to your activity/event for their Companion.

**KEYS and ACCESS -** Keys are held in security boxes at the Hall entrance. Upon payment of fees the hirer will be informed of the key codes in order to gain entry to the hired rooms. Keys must be returned prior to departing the property. A key bond ($50 per day) will be retained if the key is not returned immediately after hire.

**PAYMENT DETAILS -** All payments are to be made by direct debit into the following account. Cheques will not be accepted. <HALL BANK ACCOUNT DETAILS> Reference: Hirer’s Name and Invoice No.

**BOOKING OFFICER**Contact details: <Add contact details>

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| **bsc_logo_cmyk_solid_colour** | **<NAME> HALL**  **Application for Hire** |

***Note: this is an application and does not constitute a booking until approved in writing and a Hire   
 Agreement completed and signed.***

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| **HIRER DETAILS** | | | | | | |
| **Date** |  | | | | | |
| **Contact Name** |  | | | | | |
| **Organisation** (if applicable) |  | | | | | |
| **Address** |  | | | | | |
| **Phone Number** | **Business Hours** |  | | **Mobile** | |  |
| **Email** |  | | | | | |
| **Bank details BSB** |  | | **Account Number** | |  | |
| **Account Name** |  | | | | | |

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| **HIRE DETAILS** | | | | | | | | | | | | | | | | |
| **Event/Function/ Activity Name** | | | | | |  | | | | | | | | | | |
| **Details / Description** (Please include type of event, is there entertainment/music, will alcohol be available?) | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Space or Room wanted** | | | | | | |  | | | | | | | | | |
| **Will an entry fee be charged/tickets be sold for the event** | | | | | | | | | Yes  No  N/ A | | | | | | | |
| **Number of participants** | | | No. adults: | | | | | | | | No. children: | | | | | |
| *Note: for safety reasons all halls have a set maximum number of people allowed in the hall. The hirer must not under any circumstances allow this maximum number to be exceeded.* | | | | | | | | | | | | | | | | |
| **Are any licenses or approvals required** | | Alcohol sale   (license & RSA) | | | | | | Alcohol BYO (RSA) | | | | | | Music in public | | Security |
| **Frequency** | | Once only | | | | | | Weekly | | | | | | Fortnightly | | Monthly |
| **For regular bookings: day of week/ fortnight/ month. Please outline the hours sought.** | |  | | | | | | | | | | | | | | |
| **Date(s) Required\*** | **From** |  | | | | | | | **To** |  | | | | | | |
| **Time Required** (for non-regular events)**\*** |  | | | | | | | | | | | | | | | |
| The equipment listed is requested for use in relation to this booking | | | | Chairs \_\_\_\_\_\_  Tables \_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Risk Assessment**  A completed Risk Assessment is attached. | | | | | | | | | | | | | | | Yes | |
| **Bank Account details** (for bond refund) | | | | | Account name:  Bank: | | | | | | | | BSB:  Account number: | | | |

**Public Liability Insurance Checklist for Hall Hirers**

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| *This checklist is to be used for hirers of Council managed halls and venues to determine whether a hirer is required to hold public liability insurance for the hire activity.*  **Please select either Box A or Box B below.** | |
| □A | **Where the hirer is NOT required to hold public liability insurance:**  A person or group (but not a sporting body, club, association, corporation or incorporated body) who hires a council facility for non-commercial or non-profit making purposes does not require public liability insurance.  That hirer can fundraise for an individual, a charity or community organisation or group which:   1. is not a sporting group, club, association, corporation or incorporated body; 2. is not a sole trader or registered business; 3. is not making a personal financial gain from the activity; 4. is not a commercial activity; 5. hires’ a council facility less frequently than once per calendar month or 12 times per calendar year (casual hirer) OR more frequently than once per calendar month or 12 times per calendar year (regular hirer).   but not where the hire:   1. Creates an income or profit - e.g. Yoga, art, Pilates classes charging a fee for service, workshops charging door entry, participation fee, prepaid fee. 2. Is a large (in terms of hall’s capacity) evening event where alcohol will be sold or BYO.   If the above conditions are satisfied, **the hirer must provide a signed declaration identifying the hirer and beneficiary**, and stating that all proceeds from the activity will go to that beneficiary.  If the above conditions are satisfied, tick box A and complete only Table A. |
| □B | **Where the hirer IS required to provide evidence of public liability insurance.**   1. Creates an income or profit from the activity e.g. Yoga, art, Pilates classes charging a fee for service, workshops by charging door entry, participation fee, prepaid fee. 2. Makes a personal financial gain from the activity. 3. Is a sole trader or registered business. 4. Corporation or Incorporated bodies. 5. Sporting body, Club or association of any kind. 6. You do not meet the criteria as a “Casual or Regular Hirer” - that is, hires’ a council facility less frequently than once per calendar month or 12 times per calendar year (casual hirer) OR more frequently than once per calendar month or 12 times per calendar year (regular hirer).   If one or more of the above conditions are not satisfied, tick box B and complete Tables A and B. You will then need to provide a Certificate of Currency for your Public Liability Insurance that has at least $20 million coverage and notes Byron Shire Council as an interested party. |

*Notes:*

*1. If the Section 355 Management Committee managing the facility is not satisfied the person, group or organisation meets the “Casual or Regular Hirer” criteria above, the information will be provided to Byron Shire Council’s Insurers for determination of the matter.*

***Privacy Statement:*** *Any personal information you have supplied to, or is collected by Byron Shire Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information will only be disclosed to a third party for the purposes of performing a lawful function or activity and for no other purposes.*

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**Hall or Venue Hire – Risk Assessment Tool**

(Hirer’s to complete)

***In signing the Hire Agreement, the Hirer acknowledges a risk assessment has been completed for the intended use of the facility and has taken reasonable care to manage the risks identified. The template below is provided for the convenience of Hirer’s.***

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| **Name of event:** |  |
| **Event locality:** |  |
| **Date(s) of event:** |  |
| **Date risk assessment completed:** |  |
| **Person responsible at the event:** |  |
| **Person completing risk assessment:** |  |
| ***Site Assessment should be prepared onsite and recorded on the day.*** | |

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| **Guidance on completing this risk assessment:** The below is to be used as a generic assessment, different hazards may be identifiable for varying events. Identify the hazard and associated risk involved. Outline the controls to be actioned for managing the risk. A “Yes or No” answer is ok for the “Applicable? Circle Y/N” column. Within the “Action will be taken? Circle Y/N” further information is required in the subsequent column. The further information may relate to the examples given in the controls column, however the information needs to be detailed. Please see example below. |

**EXAMPLE**

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| **Ref No.** | **Hazard** | **Risk** | Applicable?  Circle Y/N  (If no skip to next) | **Controls**  **– actions needed to manage the risk** | Action will be taken? Circle Y/N | If you circled no please provide reason and/or details of alternative control(s) in place  If you circled yes please provide specific details of controls taken |
| 1 | Faulty or incorrect use/installation of Electrical Equipment | * Electric shock and burn injuries * Electrocution | Y | * All electrical leads and appliances to have current certifications and testing tags * All electrical leads to be off the ground and not exposed to water | Y  Y | - Electrical leads tested and tagged annually and currency certificate on file.  - Electrical leads will remain off the ground, secured and away from water. |

**TO COMPLETE**

| **Ref No.** | **Hazard** | **Risk** | Applicable?  Circle Y/N  (If no skip to next) | **Controls**  **– actions needed to manage the risk** | Action will be taken? Circle Y/N | If you circled no please provide reason and/or details of alternative control(s) in place  If you circled yes please provide specific details of controls taken |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Faulty or incorrect use/installation of Electrical Equipment | * Electric shock and burn injuries * Electrocution | Y \ N | * All electrical leads and appliances to have current certifications and testing tags * All electrical leads to be off the ground and not exposed to water | Y / N  Y / N |  |
| 2 | Faulty or incorrect use/installation of gas cylinders, cooking facilities | * Fire or gas explosion causing burn injuries | Y \ N | * All gas cylinders to have current inspection stamp * Fire fighting equipment to be readily accessible * Cooking facilities to be located away from flammable materials | Y / N  Y / N  Y / N |  |
| 3 | Hazardous substances used for cleaning, construction, artworks. | * Skin contact may cause irritation or dermatitis * Vapours or fumes may cause headaches and/or respiratory problems * Long term exposure may lead to chronic (ongoing) health effects | Y \ N | * Use the least hazardous product for each job. * Ensure good ventilation. * Make sure safety information is on label and Material Safety Data Sheet (MSDS) is provided. * Provide appropriate personal protective equipment (PPE) – this could include rubber gloves, eye protection, face mask. * Read chemical safety information and follow recommended practices | Y / N  Y / N  Y / N  Y / N  Y / N |  |
| 4 | Incorrect Manual Handling (bending, reaching, stretching, pulling, lifting) | * Musculoskeletal disorders including sprains and strains | Y \ N | * Assess risk and ensure correct manual handling procedures are used when moving equipment * Use trolleys or team lifts where required * Provide training in correct manual handling techniques * Seek help if you think a task may present manual handling risk | Y / N  Y / N  Y / N  Y / N |  |
| 5 | Trip Hazards | * Trip or falls may cause broken bones, sprains and straints | Y \ N | * Inspect venue and/or open spaces to ensure trip hazards are identified and removed * Where cords are required along the floor and/or ground, ensure they are covered or taped securely * Suitable trained first aid officer on-site for any medical emergency | Y / N  Y / N  Y / N |  |
| 6 | Playing sports and use of sporting equipment | * Physical injuries to players and spectators such as broken bones, cuts, bruises, strains and sprains | Y \ N | * Avoid equipment or games spaces when in use * Follow correct manual handling procedures * First Aid Officer on site during play * Access to first aid kit | Y / N  Y / N Y / N  Y / N |  |
| 7 | Poor lighting | * Trips/falls if lighting inadequate * Eye strains, irritation, fatigue | Y \ N | * Report any concerns about lighting | Y / N |  |
| 8 | Incorrect storage, handling and/or preparation of food | * A person/people may contract food poisoning | Y \ N | * Caterers must comply with Australian National Food standards and health regulations | Y / N |  |
| 9 | Poor crowd control | * Anti-social behaviour could result in personal injury and/or property damage | Y \ N | * Event with a large number of participants and/or finishing after 11pm require security guards for crowd control * Please refer to the capacity certificate for the space you are hiring and ensure crowd numbers do not exceed allowable capacity * Police to be informed of large events * Requirement for security, restriction on participant numbers and/or sale of alcohol may be required at the venue managers discretion | Y / N  Y / N  Y / N |  |
| 10 | Excessive noise levels | * Could result in hearing problems, tension/stress on participants and/or surrounding residents and businesses | Y \ N | * Reduce noise levels when calibrated noise monitor in hall exceeds required noise levels (check specific venue requirements) * Generally amplified music must cease before midnight on Friday & Saturday nights, or before 11pm (check venue requirements) | Y / N  Y / N |  |
| 11 | Lack of appropriate traffic management | * Property damage or personal injury due to a traffic accident | Y / N | * Participants to abide by all traffic rules and park in designated car parks. * All necessary approvals in place where road closures and/or additional parking are required | Y / N  Y / N |  |
| 12 | Temporary structures | * Property damage or personal injury due to failure of temporary structures | Y/N | * Temporary structures appropriately installed by qualified and/or experienced persons | Y / N |  |
| 13 | Rubbish and waste | * Property damage, personal injury or health risk due to excess rubbish and waste generated by the event | Y/N | * Appropriate waste receptacles provided to cope with anticipated waste generated by the event * Post-event clean up team organised to ensure all rubbish/waste is removed from the Council venue/land | Y / N  Y / N |  |
| 14 | Bad weather | * Property damage or personal injury due to poor weather conditions | Y/N | * Event coordinator to monitor weather conditions * Weather contingency plan in place including ability to cancel event and communicate this to potential attendees | Y / N  Y / N |  |
| 15 | Other | * Please list | Y \ N | Please specify controls to be implemented: | | |