



## POLICY: CS-AL-001

### Conditions of use of City of Kalgoorlie-Boulder Venues Policy

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#### Purpose

This policy document aims to provide the community with clear guidelines for the hire and use of the Kalgoorlie and Boulder Town Halls, CY O'Connor Community Hall and the and the Burt Street Community Hub.

#### Definitions

- **Commercial hirers and activities:** Is defined as those who undertake activities for the purpose of generating a profit.
- **Non-commercial hirers:** Are defined as;
  - **Community groups:** Groups who meet for the purpose of providing a service for the community's benefit. Such groups will only be recognised through a statement of incorporation, or sponsorship through an auspice body.
  - **Not-for-profit groups:** an organisation not seeking profit and which does not disperse excess income to its members, in the form of dividends or otherwise.
  - **Private/Individual hirers:** Those who undertake activities for the purpose of private events and activities such as weddings.

#### Statement

##### 1. Administration process

- 1.1 All bookings and enquiries are to be made through the City, by contacting the City's administration building on 9021 9600 or via the City's website [www.ckb.wa.gov.au](http://www.ckb.wa.gov.au)

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- 1.2 All relevant forms are to be completed by the hirer a minimum of four weeks before an event and booking is to take place, with full details of the undertakings of the hirer to be provided.
- 1.3 All hirers must acknowledge their understanding and agreement to this policy through the signing of booking application forms.
- 1.4 Bookings for facilities will be taken during the City's business hours.
- 1.5 In the event that more than one application is made for the hire of the same area of a facility at the same time, the Chief Executive Officer shall determine the hirer to have priority.
- 1.6 As some venues are not suitable for all events the Chief Executive Officer may be required to make decisions on the suitability of events at the Town Halls to preserve historical and cultural significance. 18<sup>th</sup> and 21<sup>st</sup> Birthday parties/celebrations are not approved to be held in any City facility.
- 1.7 All commercial booking requests will be determined by the Chief Executive Officer who will determine conditions and hire charges, should the booking be approved.
- 1.8 The Chief Executive Officer reserves the right to not accept bookings due to concerns regarding social issues.
- 1.9 In the event that a booking needs to be relocated due to an unforeseen circumstance, the City of Kalgoorlie-Boulder will endeavour to provide an alternate City venue, however if an alternate City venue is not available then the hirer will be responsible for making other arrangements.
- 1.10 Where appropriate the hiring body is to take out insurance for public liability/risk and any other matter relevant to the purpose for which a city venue is being used to the value of \$10,000,000. A copy of the insurance cover is to be provided to the City of Kalgoorlie-Boulder and is to be attached to the hiring documentation. The City of Kalgoorlie-Boulder can provide public liability insurance for private/individual hirers by negotiation.
- 1.11 If hiring the Town Halls one or more licensed security guards and/or the City Hall Caretaker must be stationed in the building for event set up and booking from 5:00 pm to the end of the hire period. Security is also required for any bookings where alcohol will be sold and consumed to satisfy liquor licensing requirements. The purpose of the security presence is for the security and

protection of City assets. Hirers will be required to purchase their own crowd control security if required.

- 1.12 In the event that security is required outside of the hours determined prior to the booking the hirer shall be invoiced for any additional charges incurred by the City.

## **2. Bar Facility**

- 2.1 All alcoholic and non-alcoholic drinks must be served from the bar service area as supplied at the Kalgoorlie Town Hall. The Boulder Town Hall bar area will be determined by a representative of the City of Kalgoorlie-Boulder. Drinks are not permitted to be served in any other area of the facility without prior consent from City management.
- 2.2 On using the bar facilities, the hirer is responsible for setting up and for the full cleaning of all equipment items as supplied within the facility.
- 2.3 The sale of alcohol or the serving of alcohol is at all times to be approved by the City of Kalgoorlie-Boulder's Chief Executive Officer, in the event of the sale of alcohol a liquor permit must also be obtained from the Clerk of Courts. Bookings will not be complete without these approvals.
- 2.4 At events where alcohol will be served a security guard/s must be present and security arrangements must be submitted in writing prior to the booking being confirmed..

## **3. Kitchen Facility**

- 3.1 All food items are to be served from the venue's kitchen facilities unless alternate arrangements have been made with the City.

## **4. Kalgoorlie Town Hall - Banquet Room**

- 4.1 Preparation of food is not to be conducted in the Banquet Room, including the use of bain-maries.. Only finger food, which is to be prepared in the Kitchen may be served from platters or trays.

## **5. Tables and Chairs**

- 5.1 The required tables and chairs will be made available for functions. The hirer will be responsible for the setting up of the furniture with the assistance of the

City Hall Caretaker. The round tables available for use at the town halls are large and of considerable weight therefore it is important that appropriate labour is organised for the lifting and setting up of available furniture. The Kalgoorlie Town Hall has 350 chairs and 25 tables available. Boulder Town Hall has 250 chairs and 15 tables for use. If extra tables and chairs are required labour costs will be charged. At the end of the function, the chairs are to be stacked in piles of eight or less, and stored in the appropriate store room facilities.

- 5.2 All furniture is to be wiped down following a function.
- 5.3 The hirer is responsible for sweeping of floors and vacuuming of carpet following the function. Spillage will not be wet mopped as this damages the floor surface. The polishing of floors will be undertaken by the City of Kalgoorlie-Boulder. All rubbish is to be stored in the bins provided. The removal of any excess rubbish from the premises is the responsibility of the hirer.

## 6. **Bond**

- 6.1 Prior to any booking request being confirmed, a refundable bond is to be paid. The bond is in accordance with the type of function and whether alcohol is being served.
- 6.2 Payment of the appropriate hire rate, (as determined by the City's Schedule of Fees and Charges) and deposit must be paid for in full prior to the event. Tentative bookings without a deposit will be substituted by another booking with a deposit. Loss of deposit will result if the facility is not left in a satisfactory condition or if cancellation occurs within two weeks of the event. A booking is confirmed once the advanced payment is received.
- 6.3 At the completion of a booking a City officer will complete an inspection checklist to ensure the venue has been vacated in a satisfactory condition. If after a booking or event extra cleaning is required by Town Hall staff or damages occur, all expenses will be deducted from the bond. If costs exceed the bond paid, the City will invoice the hirers for any additional sum.
- 6.4 Bonds will be refunded via cheque two weeks after the booking has commenced.

## **7. Decorations**

- 7.1 The attaching of decorations to walls and fixtures are not permitted without the authorisation of the City. Permission should be sought at the time of booking.
- 7.2 Where permission is given for decorations, all items should be attached in such a way so as to be easily removed (no sticky-tape permitted).
- 7.3 All decorations to be completely removed at the completion of the function.
- 7.4 No flames or candles will be permitted into the town halls. Alternatively battery operated and rechargeable tea light candles can be used.
- 7.5 The hiring body will not affix any signs, bunting or decorations to any exterior part of the venue without prior approval from the Chief Executive Officer.

## **8. Setting and packing up**

- 8.1 Hirers are responsible for setting up of the venue to suit their particular needs. Hirers are also responsible for the packing up of the venue. It is essential that the hirers indicate the time required for setting up and packing up. The Hirer is responsible for all charges of hiring a venue including the setting and packing up of the venue.
- 8.2 The City Hall Caretaker will assist with the set up of events only and must be onsite during set up time.

## **9. Cleaning**

- 9.1 Sufficient and proper cleaning equipment will be provided to enable hirers to clean up after functions.
- 9.2 Hirers are required to stack all chairs and tables' using the trolleys provided as well as clean up and place all rubbish in bins provided. Special attention to be paid to the cleanliness of the bar and kitchen facilities.
- 9.3 In regards to weekend cleaning, all time consumed will be charged at normal hire rates.

## **10. Preservation of Floor Coverings and Surfaces**

- 10.1 No furniture or equipment is to be dragged or dropped onto the floors. The damage and repairs to floors will be the hirers responsibility and costs invoiced by the City for failing to comply.

10.2 The floors are not to be mopped as this damages the floor surface.

## 11. Compliance with Acts and Regulations

11.1 The hirers shall comply with the provisions of the Health Act, Liquor Act or any other Act or Local Law, and/or regulation in force for the time being and applicable to such hiring and use of the facilities.

11.2 The organisers must take care to avoid causing any damage or disrepair to, and must not carry out any alterations to the heritage listed Town Halls.

11.3 Charges relating to Security/Caretaker will be included as part of the determined fee prior to the hiring and is additional to other hire fees.

11.4 Due to safety regulations and the need to evacuate buildings in the event of an emergency the following maximum numbers of patrons must be adhered to:

For events at the Kalgoorlie Town Hall less than four hours in duration;

- The Main Hall has a maximum of 430 people
- The Banquet Room has a maximum of 160 people
- The Dress Circle has a maximum of 226 people

For events at Kalgoorlie Town Hall exceeding four hours in duration;

- The Main Hall has a maximum of 300 people
- The Banquet Room has a maximum of 160 people
- The Dress Circle has a maximum of 226 people

Boulder Town Hall has a maximum of 360 people.

CY O'Connor Community Hall has a maximum of 100 people.

Burt Street Community Hub main hall has a maximum of 50 people.

## 12. Other Conditions of Hire

12.1 The City will prohibit the following within city venues:

12.1.1 Deface or damage any part of the venue.

- 12.1.2 Place any nails, pins or screws into any wall, floor or ceiling of the Centre.
- 12.1.3 Deface or damage any equipment within the venue.
- 12.1.4 Alter, remove or replace any electrical fitting.
- 12.1.5 Throw confetti, rice or similar onto the floors or surrounding grounds and footpaths.
- 12.1.6 Undertake any instruction for works to any part of the facilities without prior authorisation of the City of Kalgoorlie-Boulder.
- 12.1.7 All functions are to close no later than 11.00pm. Requests for extension to this time can be made in writing only to the Chief Executive Officer who has the right to approve or disapprove the request.
- 12.2 Hirers will be responsible for all activities undertaken as part of a booking with the City, including any damage or otherwise incurred by a subcontracted party such as a caterer or entertainer.
- 12.3 Cleaning up after the event is to be carried out following the event or unless otherwise arranged with City Officers. As with setting up, hirers must indicate time required for cleaning up as hire fees do apply (refer 9.3).
- 12.4 Events that will be serving alcohol must provide the City with details of the authorised security company facilitating security of the event/function in writing before the booking is confirmed.
- 12.5 Checks to be Carried Out Prior to Leaving Building:
  - 12.5.1 All entrances and windows are locked.
  - 12.5.2 All lights and heaters turned off.
  - 12.5.3 All water taps turned off.
  - 12.5.4 All stove elements and ovens turned off.
  - 12.5.5 Rubbish is to be placed in bins provided.

### 13. Breakages

- 13.1 Hirers are responsible for all equipment items that are used for the event. Any damages or loss or breakages will result in the hirers being invoiced for the replacement cost of item plus 10%.
- 13.2 Any significant damage to flooring, walls or similar may result in the cost of repair being borne by the hirer.

## **Relevant Documents**

Application to Hire a City Facility or Property Form

Ovals, Parks and Reserves Bookings Form

City Halls Bookings Form