

Perth Dinghy Sailing Club (Inc)

Hall Hire Policy

February 2018

Policy No. PDSC 1.2013
Title Hall Hire Policy

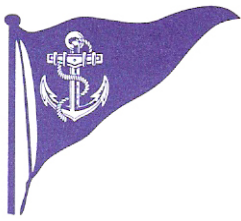
Version	Approved	Date
B	B. Devine	11 March 2013
C	A. Wilson	6 February 2018



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PART A: HALL HIRE POLICY

1 Overview

The PDSC Management Committee will not actively seek bookings for the hire of the clubrooms. The hire of the clubrooms will only be approved to current financial or life members of the club or otherwise as approved by the Management Committee. All applications to hire the clubrooms must be in writing using Attachment 1 and must be approved by the PDSC Management Committee.

2 Basis for approval

The PDSC Management Committee will review every application on its merits and potential risks. The PDSC Management Committee reserves the right to refuse any application if it is considered that such a booking is not in the best interest of PDSC or in the preservation of its clubrooms.

3 Law and Order

The Hirer will comply with the provisions of Statutory Authority Acts including the Environmental Protection (Noise) Regulations and will reduce the volume of sound level output if ordered by Council's Noise Abatement Officers. The Hirer of the facility shall also comply with the provisions of the Health Act, Liquor Control Act, Police Act and Criminal Code, or any other Act in force and Council's local bylaws. Failure to comply may result in forfeit of some or the entire bond.

4 Public Liability Insurance

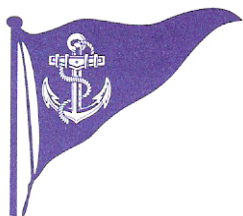
Hirers are strongly advised to take out Public Liability Insurance cover of at least \$10,000,000 in respect to any one incident in relation to injury, death, loss, damage to property during the hire period. Without this insurance, Hirers may be personally liable for costs arising in respect to an incident.

5 Hired Area

The driving of tacks, nails, screws or affixing of adhesive materials into or on any of the woodwork or walls or any part of the building, equipment or fixtures is not permitted, without prior permission of the PDSC Management Committee Representative.

The Hirer must ensure that:

- No light or lighting fixture is interfered with in any way
- The use of confetti or similar materials is strictly forbidden inside or outside the facility
- All decorations (including flowers) and all equipment used must be removed immediately the period of hire terminates
- No damage is caused to the building or any property, equipment, fixtures or fittings contained in the building. No PDSC property, equipment, fixtures or



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- fittings are to be removed from the facilities
- No inconvenience is caused to the owners or occupiers of property in the vicinity of the facilities.

6 Cleaning

The Hirers shall replace all equipment in places designated by the PDSC Management Committee Representative and follow the requirements set out in Attachment 2.

All decorations, rubbish, etc must be removed and all areas used are to be left in a clean and tidy condition by the time the period of hire terminates.

Articles and goods left during the hire of the hall are left at the Hirer's/owner's risk. The PDSC accepts no responsibility for any items left on the premises after the completion of functions. Any kitchen or food preparation area is left in a clean condition and that all rubbish is placed in the outside bins provided.

7 Liquor License

If having alcohol, a liquor license may be required and must be obtained from the Department of Racing, Gaming and Liquor. The PDSC Management Committee Representative must be notified if an application for a license occurs and a copy of the granted license needs to be provided to them before the event.

8 Smoking

PDSC is a non-smoking venue.

9 Catering

Catering arrangements are to be organised by the Hirer. PDSC must be notified of catering arrangements two weeks prior to the event.

10 Equipment Hire

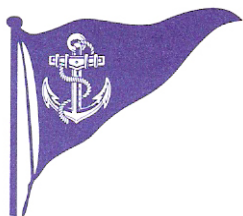
Equipment hire arrangements are to be organised by the Hirer. PDSC must be notified of catering arrangements two weeks prior to the event.

11 Deliveries

Any deliveries will need to be coordinated with the agreement of the PDSC Management Committee Representative as the Club is not occupied permanently.

12 Booking Confirmation

No booking is confirmed until the bond and hire fees are paid in full. Signing Attachment 1 – Hall Hire Application Form is the Hirer's acceptance of the Hall Hire Policy and terms and conditions of hire.



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13 Bond

Payment of a bond is required to be paid prior to use of the facility. All or part of the bond may be retained to cover costs incurred by PDSC for cleaning and damage repair. Additional cleaning costs and damage in excess of the bond amount may be invoiced to the user. 50% of the Bond will be retained by PDSC if the keys are not returned by the Hirer to the PDSC Management Committee Representative before 12 noon on the day following the hall hire unless otherwise agreed. 50% of the Bond will be retained by PDSC if the security system is activated resulting in a call out or if the security system is not properly armed by the Hirer.

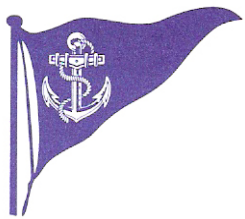
Arrangements will be made for the refund of the bond on receipt of advice from the PDSC Management Committee Representative that the facility has been left in a clean and tidy condition. Note that bond monies may take up to four weeks to be returned once bond forms have been submitted by the Hirer to the PDSC Management Committee Representative.

14 Fees

The fees associated with the hire of PDSC Clubrooms are detailed in Attachment 1. These prices will be reviewed periodically and may change at any time. All prices are GST inclusive. Payments can be made by cheque, cash or EFTPOS. Please make cheques payable to 'Perth Dinghy Sailing Club Inc.'.

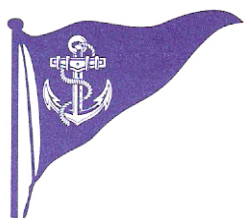
15 Cancellations

50% of the Bond is non-refundable and non-transferable if cancellation occurs within two weeks of the function date. If no payment is received within two weeks of the function, the booking will be cancelled by PDSC and the booking date will be released. The PDSC Management Committee Representative will make an effort to contact the Hirer prior to cancelling the event.



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PART B: ATTACHMENTS



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Attachment 1: HALL HIRE APPLICATION FORM

Hirer's details

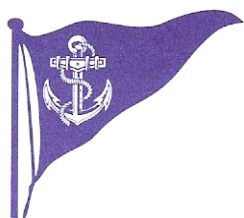
Name		
Address		
Telephone	Mobile	
	Home	
	Work	
Email		

Other contact details (if applicable)

Name		
Address		
Telephone	Mobile	
	Home	
	Work	
Email		

Function

Type of function		
Date of function		
Time of function	Set-up from:	
	Function start:	
	Function end:	
	Clear-up and cleaning complete:	



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Hire Charges

Function type	Hire charge (incl. GST)
Member's private (non-commercial) functions	
Daytime function (10 am – 5 pm)	\$150.00
Evening function (5 pm – late)	\$300.00
Commercial (on approval of Management Committee)	
Weekday daytime casual hire (10 am – 5 pm)	\$100/hour or \$300/day
Weekday daytime regular (10 am – 5 pm, more than 3 bookings/season)	\$60/hour
Bond (payable on approval of booking)	\$300
Cancellation fee (deducted from bond for cancellation less than two weeks before function date)	\$150

Hall Hire Cleaning Requirements

Please ensure the following cleaning is completed at the end of your function.

Clubrooms

- Floor/s must be swept, mopped or vacuumed as appropriate.
- All tables must be wiped down and tables and chairs put away in allocated areas.
- All rubbish to be removed and placed in the outside bins provided.
- All appliances to be turned off after use.

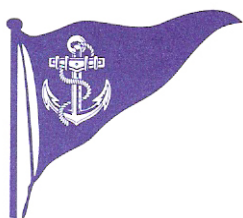
Kitchen/Bar Area

- All rubbish to be removed and placed in outside bins provided.
- Benches to be wiped down.
- All foodstuffs to be removed from the fridges and fridges wiped out at the end of each use. No foodstuffs are to be left in the kitchens.
- Floor to be swept and mopped.
- Hot Plate and/or microwave to be left clean.

Toilets

- All rubbish to be removed and placed in outside bin provided.
- Benches to be left clean and tidy.
- Toilet floor to be swept and mopped.
- Accidents mopped up and wet dirty marks to be removed.

Cleaning equipment will be provided at the booking access time. Should Hirers have any queries regarding the above requirements, please liaise directly with the PDSC Management Committee Representative.



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Refund of Bond

A refund of the Bond will only be processed by the PDSC Treasurer once it has been confirmed that the facility has been left in a satisfactory condition, there is no damage or additional cleaning required, that the security alarm was not activated and the keys were returned. It may take up to four weeks for the refund to be processed. For further details on refunds, please contact the PDSC Management Committee Representative.

Terms and conditions of hire

The Perth Dinghy Sailing Club ("PDSC") hall is available for hire under the following terms and conditions:

1. The Hirer is a current financial member or Life member of PDSC and intends to use the hall for their own function unless approved otherwise by the Management Committee.
2. The Hirer agrees and acknowledges that the Hirer is responsible for complying with these terms and conditions.
3. The Public Liability of events is the Hirer's responsibility.
4. The Hirer is responsible for complying with any laws, regulations or bylaws relating to consumption of liquor, noise control, traffic movement and parking etc, and agrees to indemnify PDSC, its officers and members in respect of any loss whatsoever arising from breach by the Hirer.
5. PDSC expressly reserves the right to reject any request to hire the hall.
6. The Hirer will pay a refundable Bond. During the hire period, the Hirer will be liable for any extraordinary costs caused by the Hirer include any necessary extra cleaning, or for any damage or loss caused to the hall or its contents. These costs will be deducted from the bond. Any costs, damage or loss in excess of the bond will be the personal liability of the Hirer.
7. The Bond and Hall Hire fee are to be paid in full at least two weeks before the proposed function to secure the booking. The booking is not secure until payment is received.
8. During the hire period, the Hirer will be liable for any costs caused by the Hirer including any necessary extra cleaning, or for any damage or loss caused to the hall or its contents. These costs will be deducted from the bond. Any costs, damage or loss in excess of the bond will be the personal liability of the Hirer.
9. 50% of the Bond will be retained by PDSC if the keys are not returned by the Hirer to the PDSC Management Committee Representative before 12 noon on the day following the hall hire unless otherwise agreed.
10. 50% of the Bond will be retained by PDSC if the security system is activated resulting in a call out or if the security system is not properly armed by the Hirer.
11. The Bond (or part thereof) will be returned to the Hirer following an inspection of the facility.
12. The Hirer shall keep the noise level to a reasonable level during the hire period, and when the Hirer and guests are leaving the vicinity.
13. Smoking is not permitted inside the hall and must comply with relevant legislation. It is the duty of the Hirer to inform all those present of this condition. Any debris left by smokers outside the building such as cigarette butts and dead matches will be the responsibility of the Hirer to remove. Failure to remove will result in an extra cleaning charge which will be deducted from the bond.
14. On no account is intoxicating liquor to be consumed outside the building. The

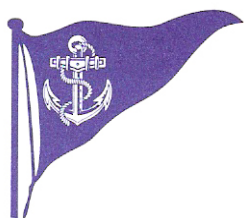


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- Hirer shall be responsible for obtaining any licence that may be required.
15. All functions must cease by midnight (unless otherwise agreed). The hall must be vacated by 1 am. All rubbish, bottles, food and alcohol must be removed by the Hirer at the end of the function. Tables and chairs to be returned and stacked in the appropriate places.
 16. Catering and band equipment must be removed by 10 am the following day unless prior arrangement is made with the PDSC Representative.
 17. No vehicles are to be parked on the lawn area or any other part of the PDSC grounds (except carpark) during the period of hire.
 18. Vehicles may enter the PDSC grounds to drop off and pick up supplies and equipment, but under no circumstances are vehicles to be parked.
 19. No tacks, drawing pins or similar fastening devices shall be fixed to the walls, ceilings or floors of the hall. No fixtures are to be moved or removed. All decorations to be removed completely.
 20. Arrangements must be made to collect the key from the PDSC Representative, and must be returned no later than 12 noon the day following the hire, unless otherwise agreed with the PDSC Representative.
 21. 50% of the Bond is non-refundable and non-transferable if cancellation occurs within two weeks of the function date.
 22. The Hirer will make themselves and their guests aware of the emergency evacuation 'exit' doors and plan.
 23. Please remember on arrival at the hall to disarm the alarm.
 24. Please check the following before leaving: stove and instant hot water urn in kitchen is off, windows shut, flammable material removed, hall lights off, hall securely locked, alarm is set. RUBBISH REMOVED
 25. Previous day set up may be available on request.

I agree (as the Hirer) to abide by the terms and conditions as stated above:

Hirer's name:	
Hirer's signature	
Date	



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Attachment 2: BOOKING CONFIRMATION FORM

Hirer's details

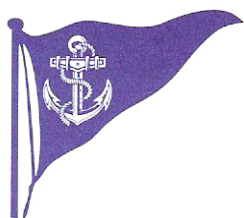
Name	
Address	
Telephone	Mobile
	Home
	Work
Email	

Other contact details (if applicable)

Name	
Address	
Telephone	Mobile
	Home
	Work
Email	

PDSC Representative's details

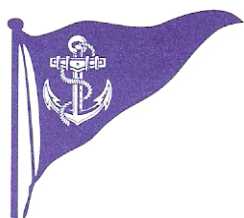
Name	
Address	
Telephone	Mobile
	Home
	Work
Email	



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Function details

Type of function		
Date of function		
Date approved		
Time of function	Key collection:	
	Set-up from:	
	Function start:	
	Function end:	
	Key return:	
Bond received	Amount	
	Date received	
Hall hire fee received	Amount	
	Date received	
Alcohol service (if appropriate)		
Liquor licence details (if req'd)		
Catering arrangements		
Entertainment		



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Hirer's checklist

Activity	Completed
Kitchen	
Caterers' and Hirer's food and equipment removed	
Kitchen clean and tidy (swept and mopped)	
Turn off stove	
Turn off instant hot water urn	
Kitchen bins emptied	
Windows shut	
Lights off	
Bathrooms	
Ladies bathroom cleaned (swept and mopped)	
Ladies bathroom lights off	
Ladies bathroom bins emptied	
Gents bathroom cleaned (swept and mopped)	
Gents bathroom lights off	
Gents bathroom bins emptied	
Bar	
Hirer's drinks and equipment removed	
Bar clean and tidy	
Hall	
Caterer's/entertainment/Hirer's equipment removed	
Tables and chairs cleaned and stacked neatly	
Windows shut	
Bins emptied	
Floor cleaned/vacuumed	
Lights off	
Security system activated	
Doors locked (deck door, front door, gents bathroom, canteen sliding door to deck, side entry internal door, side entry external door)	