



User Hire  
Rules and Requirements

**Community Centre**

The Council's objective is to see that this community facility is used to the benefit and advantage of all sections of the community.

To enable this objective to be met it is necessary for certain rules to be laid down for all users of the Centre, thus enabling a common understanding of requirements to the benefit of Shire Management and users of the facility.

## **1 Administration**

- 1.1 The bookings, administration and control of the Community Centre is carried out by Council.

## **2 Bookings, Keys and Charges**

- 2.1 Bookings will be taken at the Shire Office during normal office hours. A booking made is firm once the advance payment is made unless cancelled prior to the booked date.

**A Community Centre Booking Form must be completed prior to the hire of the facility.**

- 2.2 The hirer shall be responsible for opening and securing the building. Keys may be collected from the council office during normal office hours, 24 hours prior to the function, so long as there are no other bookings. Keys must be returned on the first day the Council office is open for business following the hiring of the Centre.
- 2.3 Persons taking keys will be required to sign for such keys and will be held personally responsible for their return after the booking date. The non-return of keys will result in a deduction from bond deposit and possible refusal of future bookings.
- 2.4 If portion of the Community Centre is booked for one use, it may preclude any other area being booked and Council retains the right to exercise discretion in this matter.
- 2.5 In the event of two or more applications being made for the hire of any part of the Community Centre for the same time, the Council may determine the hirer paying the full charge to have a priority of booking above the hirer who has a concessional rate apply.
- 2.6 Charges for use of the Community Centre will be as per the attached schedule. Council reserves the right to alter these charges from time to time without prior notice.

Where no charge is listed for a particular type of function, the Chief Executive Officer is to set a charge based on another "nearest to type of function" charge.

**NOTE:** Keys will not be issued for any Shire facility until the appropriate Bonds and Fees have been received.

### **3 Bond**

- 3.1 Prior to using the Community Centre a refundable **bond** as per the attached fees and schedules will be required. This bond may be waived at the discretion of the CEO upon receipt of a written application from the Hirer.
- 3.2 If costs exceed the bond held, an account will be rendered for the additional sum.
- 3.3 The bond may be forfeited for non return of keys, extra cleaning required, or failure to lock up securely after use.

### **4 Decorations**

- 4.1 The driving of nails, tacks, screws or pins etc, into, and the use of adhesive tape or other adhesive material of any description on, any walls, woodwork, furniture, fixtures, fittings, or furnishings of the building is strictly forbidden.
- 4.2 Decorations erected for the function shall be attached to the fittings provided in such a manner that damage does not result to the building. All decorations shall be removed from the building and all rubbish or materials therein collected and carted away within 12 hours from the close of any function and the buildings and surrounds left in a clean and tidy state.
- 4.3 Any expense incurred by the Council in this respect through neglect of the hirer shall be a direct charge against the hirer and such expense shall be paid immediately on demand.

### **5 Setting Up**

- 5.1 Hirers are responsible for setting up the kitchen, hall etc to suit their particular needs.
- 5.2 An additional daily fee will be charged for a function that requires prior day set-up.

### **6 Cleaning of the Facility**

- 6.1 Hirers are required to stack and store furniture, clean up, sweep up, spot mop any spillages and place all rubbish generated in the bins provided. Special attention is to be paid to the cleanliness of the kitchen.
- 6.2 Hirers leaving the Community Centre are expected to leave the building securely locked up.
- 6.3 The Centre is to be left as found.

## **7 Preservation of Floor Surfaces**

7.1 Polished parquetry – chairs, trestles and tables etc are not to be dragged over the floor. They must be either carried or lifted.

## **8 Compliance with Acts of Parliament and Regulations**

8.1 The hirer of the Community Centre shall comply with the provisions of the Health Act, Performing Rights Association Act, Liquor Act or any other Act and/or regulation in force at the time that is applicable to such hiring and use of the building or part thereof.

## **9 Other Conditions of Hire**

9.1 No dogs whether under control or otherwise are permitted to enter any part of the Community Centre. The rule shall not apply to a guide dog accompanying a blind or sight impaired person.

9.2 People using the centre shall not:

- (i) deface or damage any part of the Community Centre;
- (ii) Place any nails, pins or screws in the woodwork or any part of the Community Centre without the consent of the Council;
- (iii) deface or damage any chattels or equipment that is the property of the Council;
- (iv) without the consent of Council remove or replace any electrical fitting in the Community Centre;
- (v) Throw confetti or rice or similar onto the floors or surrounding grounds and footpaths.

9.3 The hirer shall permit the Chief Executive Officer or other Officers of the Council to have free ingress to the Community Centre for the purposes of making an inspection or enforcing any of these conditions.

9.4 When hiring out the Toodyay Community Centre for a function, Council requires all cleaning up and finalising to be carried out before 10.00 am of the following day. This may vary depending on the bookings in place for the following day.

## **10 Changes & Requirements**

10.1 Council reserves the right to alter or amend these conditions and requirements at any time.

## **11 Security**

11.1 All windows and doors are required to be secured and locked at the completion of the function.

**12 Checks to be Carried Out Prior to Leaving the Building**

- All lights and heaters to be turned off;
- All water taps turned off;
- All stove elements and ovens turned off;
- All windows and doors to be securely locked