



YORK TOWN HALL CONDITIONS OF HIRE

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1. **BOOKINGS**

Hirer **MUST** advise the Council the purpose for which the hall is being hired.

Bookings must be confirmed fourteen days prior to the event. The bond must be paid when a booking or a tentative booking is made.

Full hire fees **MUST** be paid on confirmation or before the event. Any bookings not confirmed at least seven days in advance will be cancelled and bond will be forfeited.

Payments can be made by cash, cheque, EFTPOS or direct bank deposit to:
Shire of York, BSB: 633-000, Account No.: 118630623.

The bond will be refunded electronically after inspection of the premises. Please complete your banking details on the Hire Form.

Keys can be picked up on the day before the event (or on the Friday) by 4.30pm.
Keys are to be returned on the next working day.

2. **BONDS – NOT TO BE CUMULATIVE (NO GST)**

Dependant on function type

Hirers General (e.g. meetings)	\$105.00
Hirers from outside York Shire	\$200.00
Hirers for birthdays, weddings and parties	\$500.00
Keys	\$ 20.00

3. **LIQUOR**

Written permission of the Council is required for any use of liquor in the hall and a \$36.00 fee applies. An application form can be obtained from the Shire office.

Liquor permits will only be valid to 12.00am midnight.

The 'bar' MUST NOT be set up in the main hall and steps must be taken to protect liquor damage to the floor in all areas.

Where liquor is sold, a liquor permit from the York Police Station **MUST** be obtained at least seven days prior to the event. Compliance with the provision of the liquor permit must be observed.

4 **WHEELCHAIR ACCESS**

Persons using wheelchairs now have access to a lift for meetings that are held in the upper floor. The lift is not available to the general public. The key is held by Council staff in the Council Office or the Information Service Centre, who will operate lift. Access to the upper floor is not included in the hire of the Hall for functions.

5. **GENERAL**

SMOKING IS PROHIBITED. The Town Hall is a **TOTAL FIRE BAN AREA.** Naked lights are not permissible.

Please do not stack anything against walls.

Hall hire is only to 1.00am, by which time the building must be vacated by all persons, which is the responsibility of the hirer.

All use is subject to order being maintained to the satisfaction of Police and the Council. Noise level of bands is subject to control by authorised Council staff and/or Police.

The stove and warmer have directions for use. Please follow carefully.

Hirer is responsible for replacement cost of all crockery cracked, damaged or lost. Crockery cracked or damaged to be available for inspection for 48 hours after function (where possible).

Lost crockery must be returned 48 hours after function or remains a charge against the hirer.

Hirer is responsible for **ALL** damage and for losses while the hall is booked. Ensure caterers are aware of cleaning requirements and their responsibility.

Sticky tape or blue tack must not be attached to painted surfaces.

7. **PUBLIC LIABILITY INSURANCE**

Council has a Casual Hirers Liability Policy which indemnifies casual hires of Council owned facilities for claims from third parties for bodily injury and/or property damage arising from the activities casual hirers whilst using the Council owned facility.

This insurance does not include incorporated bodies, commercial and community events, sporting clubs or associations of any kind who must arrange their own insurance prior to the hire of the facility. These hirers must provide a copy of the Certificate of Currency (\$10 million minimum) and submit with Town Hall booking forms.

Community Groups needing insurance can contact Local Community Insurance Services 1800 853 800.

Non compliance with any of the above conditions may cause the **FORFEITURE** of deposit and may also render the responsible hirer liable for additional costs in the event of damage.

8. **CLEANING**

Hirer is responsible for ensuring areas are swept clean and chairs etc returned to normal area of storage upon conclusion. The Hall is to be left in the same condition as found. Basic requirements are as follows:

- Hall:**
- Mop and sweep floor
 - Clean up all spillages
 - Stack all chairs (10) and tables in lesser hall
 - Clean all dirty chairs and tables
 - Remove all rubbish
- Lesser Hall:**
- Mop and sweep floor
 - Clean up all spillages
 - Remove all rubbish
- Kitchen:**
- Sweep floors and mop
 - Clean ovens, benches, and sinks
 - Empty fridge and cool- room, turn off
 - Clean and replace all cutlery and crockery (if used)

Outside Rear Area: Sweep and clean area of rubbish and cigarette butts.

Hirer is to arrange for the removal of all excess rubbish from the premises.

At the time of making the booking, Council must be notified of your arrangements for cleaning up after the function. This is to avoid clashing with other users. A cleaning checklist is attached to the end of these conditions.

Council also requests that you follow the locking up procedure as attached.

**The Town Hall is a community facility.
Please assist the community by taking care of the building and the
facilities.**

Enjoy your event.

Hall Hire Fees 2015/16

MAIN HALL, LESSER HALL & KITCHEN (GST INC)

Hire includes use of crockery, cutlery, furniture (including trestles) and equipment (including urn).
Building Capacity - Auditorium: 450 persons, Lesser Hall: 96 persons, Balcony: 100 persons.
Floor Area = 29.5m x 15m; 345 Chairs; Seats Approx. 400, and 32 Tables.

6am to 1am following morning	\$840.00
12 hour period i.e. 8am-8pm	\$588.00
Community Group one off use - ½ day	\$ 84.00
Community Group one off use - full day	\$164.00

LESSER HALL & KITCHEN (GST INC)

Hire includes use of crockery, cutlery, furniture (including trestles) and equipment (including urn).
Floor Area – 12m x 8m; Seats Approx. 80

Minimum charge per day or part thereof	\$304.50
Community Group one off use - ½ day	\$ 52.50
Community Group one off use - full day	\$ 94.50

LESSER HALL NO KITCHEN (GST INC)

Minimum charge per day or part thereof	\$247.00
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UPSTAIRS GALLERY (GST INC)

Minimum charge per day or part thereof	\$247.00
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KITCHEN ONLY (GST INC)

Kitchen only available when other halls are not booked.

Hire includes use of crockery, cutlery, furniture (including trestles) and equipment (including urn).

Minimum charge per day or part thereof	\$ 79.00
Commercial Users – per booking	\$147.00

SETTING UP/REHEARSALS, DECORATING, ETC (GST INC)

Setting-up/rehearsals/decorating/clean up etc. <i>Prior to day of function and day after (per day) only if no other bookings</i>	\$ 73.50
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LIQUOR – A FUNCTION PERMIT MUST BE OBTAINED (GST INC)

Refer to conditions of hire. Note that Police approval may also be required.

The York Police Station are advised of every liquor permit issued by the Shire of York.

Permission for liquor to be served, per function,	\$36.00
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CHAIR HIRE (GST INC)

No other furniture or equipment is available for hire. Pick up and return by hirer.

Chair hire, per chair	\$ 2.20
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DAMAGES AND BREAKAGES

Replacement or repair of any item	At cost
Additional loading	20%
<i>To cover admin costs of arranging replacement or repair.</i>	

York Town Hall Booking Form

Please complete and return this page with your bond and hire payment.

Name _____

Residential / Business Address	Postal Address
Postcode	Postcode

Phone Contacts _____

Email _____

Preferred Method of Contact Telephone Email Post

Date of Booking _____

Function Type _____

Function Times _____

Hall Bond \$ _____

Key Bond \$ _____

Hire Fee \$ _____

Total Payable \$ _____

Is alcohol to be consumed? Yes No

Public Liability Insurance (\$10 million minimum)

- Copy provided Using Council's Public Liability

I have read and understood the Conditions of Hire for the Town Hall. I understand that should the Hall and associated facilities and equipment not be left in a condition satisfactory to the Shire of York I will forfeit all or part of my bond as the case may be.

Signed _____ Date _____

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Details for Bond Refund: Bank _____

Branch _____

Account Name _____

BSB _____

Account Number _____

Please Note:
This section is to be destroyed once the booking is processed.

Check List for Cleaning Town Hall after Use

- Sweep and Mop Town Hall floor and Lesser Hall Floor
- Sweep and Mop Kitchen floor
- Wipe down dirty chairs and tables
- Pack chairs and tables in Lesser Hall
- Empty bins from kitchen into Wheelie Bins outside
- Clean up waste paper and any unusual mess in toilets
- Clean oven and warmer if used
- Mop cool room floor if used
- Wash all crockery and cutlery and replace in cupboard

Please note: bucket and broom in kitchen and mops in kitchen yard

Procedure for Locking up the Town Hall

Please follow instructions carefully

1. Lock the front door – slide bolt into floor and lock top bolt.
2. Lock toilets – lock with the key if outside toilet door or turn handle inside. Bolt the toilet door that goes into the hall on the Hall side.
3. Make sure the upstairs door at the top of the stairs that go outside are locked – The door at the top of the stairs will open from the inside but should be deadlocked from the outside – make sure it's pulled tightly closed.
4. In the Hall - check both doors are completely locked and bolted in the Hall that opens onto Avon Tce.
5. Make sure the Lesser Hall door is locked and pulled tightly closed.
6. Make sure the kitchen door near cool room to the outside area is locked.
7. Make sure the little door in the lesser hall that opens under the outside stairs is bolted.
8. Back of stage area - make sure the door to outside stairs in the middle room is bolted shut and closed tightly and all windows and doors in that area are secure.

Signature _____