

Guidelines for Hiring Council Halls, Ovals and Reserves

The Rural City of Murray Bridge encourages the use of the Halls, Ovals and Reserves that are under Council's care and control.

Fees

Hire fees, charges and bonds are set by Council each financial year pursuant to Section 188 of the Local Government Act, 1999 and published in The Rural City of Murray Bridge Fees and Charges document, available on the Council website.

Bond

A Bond will be applied to all venue hire bookings through Space-to-Co.

Providing the Hall, Oval or Reserve is left undamaged and in a clean and tidy condition the hire bond will be released within 7 days of the hire period end.

Any additional cleaning, breakage, damage (including to turf) or losses will be deducted from the Bond.

The below is NOT permitted at Council Halls, Oval or Sportsgrounds;

- Use of polish or floor speed on any floor surface.
- Use of confetti, rice, glitter, or similar materials. Flower petals are an acceptable alternative.
- Smoking, smoke, fire, flames, or fog/haze generating machines.
- Use of candles or incense. Floating candles or enclosed tea light candles are acceptable.
- Use of adhesive tape or fixatives of any kind, including drawing pins, nails, and tacks. If suitable anchors are provided, decorations may be hung from those
- Use of flames, lighting fires, and igniting, exploding, or using fireworks/rockets.
- Cleaning or repairing vehicles.
- Camping or staying overnight (excluding Monarto Sporting Complex where camping is permitted as part of an event)
- Amusements such as jumping castles, rides etc.
- Private events such as birthday parties being promoted on any social networking site as a public or open invitation event.

General Venue Hire Conditions

All venue hires must comply with relevant Council Policies, By-Laws, Legislation and Work Health Safety requirements. A Hire application may be refused where Council considers the use inappropriate or contravenes the requirements of the Hire.

The hirer must be aged 18 years old or over.

The hirer is responsible for the set up and pack up of the hired space.

The hirer is to ensure the space is left clean and tidy at the end of the hire period. Any additional cleaning costs required will be deducted from the hire bond.

The hirer is responsible for all compulsory permits, leases and licences and these must be in place prior to use.

All persons, equipment and activities associated with the hire shall remain wholly within the defined area at all times.

The hirers must not adversely affect or disturb the peace, comfort or convenience of users of any public place. Council reserves the right to engage the services of South Australia Police where any activity is deemed to be unlawful and/or in breach of the peace beyond Council jurisdiction, irrespective of whether or not Council has accepted the hire for the activity.

The Hire is not transferable. The hirer may not assign or otherwise transfer to any other party the hire without first obtaining the consent of the Council in writing.

The hirer agrees to indemnify and to keep indemnified and to hold harmless the Council, it's servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the granting of and the establishment and operation of the hire.

Council reserves the right to cancel a booking without notice in circumstances such as forced closure of the space or concerns for safety. In the event of a booking cancellation, Council may offer relocation to an alternate space, credit, or refund of the hire fees.

Oval and Sportsground Hire Conditions

Oval and sportground hire does not provide access to clubrooms and other club facilities. This access must be negotiated directly with the relevant club.

Hirers are responsible for turf protection. Any damage to turf that requires repair will be deducted from the Bond.

Hall Hire Conditions

Hall hire does not include tea, coffee, milk etc.

Where a Hall security alarm is activated after hours, a call out fee will be incurred and be payable by the hirer. Hall security alarms are set after standard business hours. It is important that the hirer understands the instructions for the alarm system prior to the Hall

Any equipment, decorations or personal items are to be removed from the premises at the conclusion of the hire unless by prior arrangement

RURAL CITY OF MURRAY BRIDGE

Principal Office: Po Box 421, Murray Bridge, SA, 5253

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ABN: 90 501 266 817

Prior to exiting a hall hire, floors are to be swept and mopped, tables, chairs, and furniture wiped free of spills, before being dried and returned to their original storage location. In kitchen areas, hirers must use a sterilising agent on bench tops.

Kitchen and bar appliances must be cleared of any food/drink items, wiped free of debris, spills and residues, and be powered off unless otherwise stated.

Hirers are responsible for providing their own cleaning products and cloths. Solvents and strong chemicals including bleach are not permitted. Council encourages the use of mild environmentally friendly cleaning products.

Doors and windows must be securely fastened, all appliances including heating and cooling turned off, and lights shall be extinguished when leaving the hall.

Consumption of Liquor in Council Premises

Alcohol may be consumed in Council premises in accordance with the Liquor Licensing Act 1997.

More information on Limited Liquor Licences, including the licence application is available from Consumer and Business Services South Australia at www.cbs.sa.gov.au

If required a letter supporting a Limited Liquor Licence application can be requested from the Council.

Public Liability Insurance Requirements

Council's Public Liability Insurance covers ad-hoc hirers of Council Venue where the hirer would not usually be expected to have Public Liability Insurance. For example

- Individuals who hire a Council Space for a private, one-off function (eg a birthday, engagement, christening or wedding)
- A group of people who hire a meeting room as a one-off, to discuss a common interest (does not apply to regularly held meetings eg monthly or quarterly)
- Any Committee of Council
- Meetings that are arranged by and are attended by Council Staff or Elected Members.

All other hirers must provide a copy of their Public Liability Insurance Certificate when submitting the Hall Hire Form. For example;

- All regular non-Council hirers, including those whose hire costs that have been sponsored by Council
- Any business, stallholder or individual hiring a space for financial gain or potential future financial gain
- Incorporated groups, or un-incorporated groups who operate their activity in Council spaces on a regular basis

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- Hirers of Council Halls, Ovals or Reserves for events, displays, activities, school holiday programs or other similar community programs
- Hirers whose hire fees are sponsored by Council as part of the Community Donation program or Community Grants Funding are required to hold their own public liability insurance
- Activities conducted by Council contractors.

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