

STREAKY BAY INSTITUTE AND SUPPER ROOM HIRE POLICY

Policy No: DCSB-PM-16.01	Approved on: November 2022	Administered by: General Manager of Business
Last Reviewed: November 2022	Review Date November 2027	Record No: 386372
Classification: PROPERTY MANAGEMENT		
Strategic Plan link: Infrastructure that meets our Community, Economic and Environmental Needs		
References and related Policies, Procedures and Forms: <i>Local Government Act 1999</i> <i>Public & Environmental Health Act 1987</i> <i>Liquor Licensing Act 1997</i> <i>Work Health & Safety Act 2012</i> <i>Environment Protection Act 1993</i> <i>Environment Protection (Noise) Act 2007</i> <i>Food and Safety Act 2001</i> <i>AS3760 - In service safety inspection and testing of electrical equipment</i> DCSB 16 Form 01 – Pre & Post Hall Hire Inspection Checklist DCSB 16 Form 14 – Streaky Bay Institute Hall and Supper Room Booking Form DCSB 16 Form 47 – Streaky Bay Institute Hall and Supper Room Hire Covid Protocols DCSB14 Form 59 – Advertising Signage Application form DCSB-12 Form 57–Risk Assessment DCSB 06 Form 43 – Event Equipment Hire Application Form Food Business Notification Form DCSB-16-Form 49 – Streaky Bay Visitor Centre – Room Hire Form - External DCSB-16-Form 50 – Streaky Bay Visitor Centre – Room Hire Form – Internal DCSB-16-Form 52 – Visitor Centre Meeting Room Hirer Induction Form DCSB-I-14.06 – Advertising Signage Policy DCSB I-14.09 – Moveable Signs Policy DCSB-SCC-17.00 – Child and Young Person Safe Environment Policy DCSB-ESP-06.01 – Private Hire of Council Plant and Equipment Use Policy DCSB 16 WI 09 – Streaky Bay Hall Hire Procedure DCSB – Fees and Charges		

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1. Introduction

The District Council of Streaky Bay has predominantly two Council owned facilities available for hire being the Streaky Bay Institute ["Institute"] and Supper Room and the Streaky Bay Visitor Centre Conference Room and Council Chambers. The Council owned facilities are available for hire and use by community groups, businesses and individuals. It is intended that this policy will ensure appropriate usage and long term availability of valuable Council assets.

2. Objectives

To provide direction to Council staff and hirers on the use and hire of the facilities including any equipment contained therein.

3. Definitions

The Hirer – the person nominated on the applicable Hire Booking Form and responsible for the booking and all conditions of hire.

Council – the District Council of Streaky Bay

4. Policy Statement

The facilities are available for hire by individuals, businesses, community groups and other government agencies.

The facilities may be used for the holding of private functions, community based activities, large functions, special events, meetings and business activities.

The hire of the facilities will be subject to the hirer having accepted the terms and conditions outlined in the booking forms for the respective facilities.

Failure to comply with the Terms and Conditions of hire may impact future ability to hire a facility and or the forfeit of the bond where applicable.

5. Fees and Charges

Fees and charges will be determined on annual basis and listed in Council's Fees and Charges available at www.streakybay.sa.gov.au

6. Records Management

All records shall be kept and disposed of in accordance with Council's Records Management Policy and Procedure and the current General Disposal Schedule.

7. Further Information and Policy Availability

This Policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's website:

www.streakybay.sa.gov.au

District Council of Streaky Bay

29 Alfred Terrace

Streaky Bay SA 5680

Copies will be provided to interested parties upon request. Email

dcstreaky@streakybay.sa.gov.au

8. Document History

Version No:	Issue Date:	Description of Change:	Date Endorsed
5.00	July 2022	Updated design guidelines, and referred the policy to the Term and Conditions, which were a major review and update. Policies, Forms and Procedures updated accordingly. Amended policy to include Visitor Centre facilities	