

Streaky Bay Institute Hall & Supper Room Booking Form

DCSB 16 Form 14 Property Management

Type of Function:

Organisation:

Contact Person

Telephone No.

Mailing address

Date(s) required

Duration of Function From am/pm To am/pm

Estimated Number of Attendees

Will you be serving alcoholic refreshments (please strike out which does not apply) YES / NO

Permit Required YES / NO

The Hirer Site Responsible Person in the Event of Emergency Evacuation is

Bond Paid Y N (Amount Paid)

FACILITIES REQUIRED

INSTITUTE SUPPER ROOM KITCHEN

LPG GAS (for cooking e.g BBQ/Weber) Y N

If Yes – complete & Forward: SafeWork SA Event Notification form.

COUNCIL CLEANING (as per Council's fees and charges)

Set up Time from: to:

Hire rates can be found within the current year Fees and Charges schedule. It is the responsibility of the user to arrange for the hire of any additional items required.

Signature:

Date:

OFFICE USE ONLY

Bond Paid: Y/N
Receipt CF-.....

Entered in Trim (R20/4288) & calendar: Y/N

Bond Refunded Form
Completed: Y/N

Payment Made: Y/ N/ PARTIAL
Amount to be Invoiced.....

Copy of Insurance received Y/N

Copy of Alcohol Permit received Y/N

PAGE 1 – 3 to be completed and returned to Council

PAGE 4 TO 8 - to be retained by the Hirer

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Evacuation Action Plan – Institute Hall and Supper Room

The Hirers Site Responsible Person is _____

Discovery/ Reporting

On discovering an emergency:

- Move persons away from danger
- Inform the Hirers Site Responsible Person
- Inform emergency services – **DIAL 000**

Evacuation Signal

The signal to evacuate will be:

- A verbal announcement by the Hirers Site Responsible Person
- Obvious necessity

Evacuation

- When requested to evacuate the site please exit via the nearest signed exit, or as directed
- On exiting move immediately to the assembly area located in the adjacent Car Park (South Western Corner of Car Park- Refer Evacuation Diagrams)
- Please remain in this area until directed by your Hirers Site Responsible Person/Emergency Services

Remain Calm

- At all times remain calm and follow the directions of the Hirers Site Responsible Person

Persons who are Mobility / Hearing / Visually Impaired

- Ensure people are available / directed to assist as required

First Attack Fire Fighting Equipment

The following equipment is located within the site:

- Fire extinguishers
- Fire Blanket

Only use this equipment if safe to do so

First Aid

Your nearest first aid kit is located:

- In the kitchen area (signed cupboard)

General Guidelines

- ✓ Keep exits clear at all times
- ✓ Don't misuse emergency equipment
- ✓ Directives must be given in a calm, clear voice and supported by visual signals
- ✓ Do not engage with argumentative persons. If person refuses to comply with your instructions carry on with your duties and report the matter to Emergency Services as soon as possible
- ✓ Be on the alert for persons gathering outside the site and encourage them to move well away
- ✓ Be on the alert for persons attempting to enter the site following the evacuation

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ALL AREAS CONDITIONS OF HIRE

DCSB 16-Form 14 Streaky Bay Institute Hall & Supper Room Booking Form

1. The Chief Executive Officer or an authorised officer has the right to refuse any application for the hiring of the Streaky Bay Institute Hall and associated facilities.
2. The hirer, in paying the prescribed fee, will be covered by Council's general public and products liability insurance policy, if they meet the criteria in Council's insurance cover. The hirer, if not covered by Council's insurance, shall take out and keep current during the period of the hire, a public and products liability insurance for a minimum sum of \$10,000,000 insuring against all actions, costs, claims, damages, charges and expenses which may be brought, made or claimed against the hirer arising out of the premises. A Certificate of currency shall be provided to Council. Refer Attachment 1 - Insurance Flow Chart
3. The hirer agrees to indemnify and to keep indemnified the Council, its servants and agents from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the hiring of the premises.
4. Sale of Liquor
Alcoholic beverages are not to be served in all areas of the Streaky Bay Institute without the relevant liquor licence being obtained prior to the date of hire. Hirers need to apply through The Office of Liquor and Gambling Commissioner if they require a limited liquor licence.

For the purposes of the *Liquor Licensing Act 1997* the term "sale" is defined broadly to include:

To barter or exchange; to offer or expose for sale; to supply in circumstances in which the supplier derives, or would derive, a direct or indirect pecuniary benefit; to supply or offer to supply gratuitously but with a view to gaining or maintaining custom, or otherwise with a view to commercial gain. If the sale of liquor falls in to any one of these categories you will need a license. It is an offence to sell liquor without a license.

Some examples of events which would be defined as "selling" liquor include:

Where there is a cover charge but liquor is BYO; where the consumption of liquor is included in the cover charge e.g. food, drinks and entry included in the one ticket price (even at a private home); where entry is by donation; where wine tasting is being offered with a view to selling wine, whether at the event or in future; where liquor is supplied as part of a pooled money arrangement; where liquor is offered as a "gift" when an item is purchased.

5. Capacity
The maximum capacity for the Institute is 200 people and the Supper Room is 80 people. Performers are limited to 30 adults or 60 children in the backstage area which include the downstairs foyer area. In the case of the performers being children, for each adult present backstage the number of children shall be reduced by two (2).
6. All refreshment commodities, apart from the facilities listed in the kitchen inventory must be provided by the hirer.
7. The hirer will be responsible for any loss or breakage of inventory items.
8. Lights and appliances in all areas must be switched off on vacating the premises, urns emptied and left inverted. A **10% surcharge** will be added to the hire fee if the Caretaker reports that lights and/or power were left on.
9. The Council accepts no responsibility in any way for any property or equipment of the hirer or any persons attending any function in the premises.
10. Set up times are subject to availability, hirers need to request time through the Council Office. Any set up time will be charged as listed in Council's Fees and Charges schedule.
11. The driving of tacks, nails, screws or adhesive materials etc into or on any of the woodwork, floor or walls or any part of the building, equipment or fixtures is not permitted.

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12. The hirer must ensure that:
 - a. No lights or lighting fixture is interfered with in anyway;
 - b. The use of confetti, glitter or similar materials is strictly forbidden without express permission of Council;
 - c. No Council property, chattels, equipment, fixtures or fittings are to be removed from the facilities.
13. The hirer will be responsible for any damage to the Streaky Bay Institute and all other areas, building, furnishings or equipment which is attributed during the hire period.
14. Council requires a bond, charged as listed in Councils Fees and Charges schedule, to be paid prior to the use of the Institute for all activities. The bond is applied to additional cleaning and damages that may result from the hire of any portion of the Streaky Bay Institute and all other areas. The bond will also be forfeited for failure to comply with the hiring conditions.
15. Hirers shall ensure that no noise is emitted, caused, or made that causes nuisance to any member of the public and in any case ensure that the noise level does not exceed 83 decibels when measured at any place within the Streaky Bay Institute and all other areas.
16. All persons are to leave the building by 1 am.
17. Equipment
 200 chairs, 8-9 trestles and 2 wooden trestles, 12 round tables, 4 fake plants and a limited number of crockery and cutlery are provided as part of the booking fee (please ask staff at time of booking for exact number). Any additional tables, chairs, cutlery or crockery required are to be sourced by the hirer at the hirers' own cost.

 All tables, chairs and any other equipment found and stored in the institute are not to be removed from the building and are not for separate hire.

 Any electrical equipment bought in by the hirer must be electrical tested and tagged as per AS3760. Failure to comply with this will result in a loss of bond.

 No portable cooking equipment is to be used within the institute hall, kitchen or supper room, other than for the purpose of reheating food.
18. Candles & Smoke Machines are able to be used; however a risk assessment is required prior to the hire period.
19. Smoking is not permitted within the Streaky Bay Institute and all other areas.
20. A Site Responsible Person is to be nominated on the booking form in the event of emergency evacuation of the areas hired. . Refer Evacuation Action Plan attached to the booking form. No structures are to be placed in front of, or in any way obstruct the access to, any fire extinguisher or exit located in the facility.
21. The 'EXIT' lights must be illuminated for all functions; they are not to be covered with decorations or materials that obscure the location of emergency exits.
22. Use of LPG Gas – If LPG gas weber BBQ are used (outside of the hall/supper room buildings) for the purpose of cooking or heating food, notification must be provided to SafeWork SA by completing SafeWork SA Event Notification form.
23. Cleaning & Removal of Waste
 The Streaky Bay Institute and all other areas are to be left in a clean condition and all debris, decorations, empty bottles, food scraps etc., must be removed by the hirer immediately after the function. Bins for disposal of refuse and cleaning equipment are made available within the Institute.

 Should the hirer fail to comply with this condition the Chief Executive Officer may employ the necessary labour and recover the costs from the hirer.

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24. **LOCKING UP** – All outside doors and windows must be securely locked after every function. The hirer will be held responsible for any thefts or damage caused by unauthorised persons gaining access to the Institute and all other areas due to the lack of secured entrances.
25. **Health & Safety Hazard Inspection Audit**
The hirer is to undertake a WHS inspection of the facilities prior to and on completion of the hire period. DCSB-16 Form 01 Streaky Bay Institute Hall & Supper Room WHS Inspection Audit to be completed and signed by both parties.

BOOKING PROCEDURE

1. All bookings must be made through the Council.

Telephone bookings will be accepted, however, unless a completed application form is returned within 7 days, the booking will not be considered confirmed
2. All fees as listed in Councils Fees and Charges schedule are payable at least 7 days prior to the required date, fee reduction or waiver will be determined in accordance with the Streaky Bay Institute and Supper Room Hire Policy.
3. Keys may be collected from the Council Office at 12 noon on the day of hire, and must be returned by 12 noon the day the hire period expires or next working day under prior arrangement.
4. Cancellations with less than 48 hours' notice will result in fees paid being forfeited.

Related Forms

DCSB-16 Form 01 Streaky Bay Institute Hall & Supper Room - WHS Inspection Audit

DCSB-16 Form 15 Streaky Bay Institute Hall & Supper Room - Refund of Bond Fee

DCSB-16 Form 32 Streaky Bay Institute Hall & Supper Room Event Risk Assessment

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END OF HIRE CLEANING REQUIREMENTS

Hirers should ensure the following cleaning is undertaken as a minimum requirement at the end of ANY function;

Entrance

- ✓ Floors to be swept and all waste to be removed

Designated Booking Area (e.g. Hall and/or Supper Room)

- ✓ Floors to be swept and mopped
- ✓ All tables & chairs must be wiped and put away in their original positions
- ✓ All waste to be removed
- ✓ All appliances to be turned off after use
- ✓ Please do not put water on polished wooden floors. Any spillages should be mopped/wiped up immediately
- ✓ All foodstuffs, drinks, etc. to be removed from fridge(s)
- ✓ Fridge(s) must be wiped out, turned off and doors left ajar to air

Kitchen Area

- ✓ All waste, food scraps, etc. to be removed
- ✓ Bench tops to be wiped down
- ✓ If using Pie Warmer and/or Stove all foodstuffs must be removed and appliances cleaned out
- ✓ Floors to be swept and mopped
- ✓ Tea Towels to be washed and returned if used.

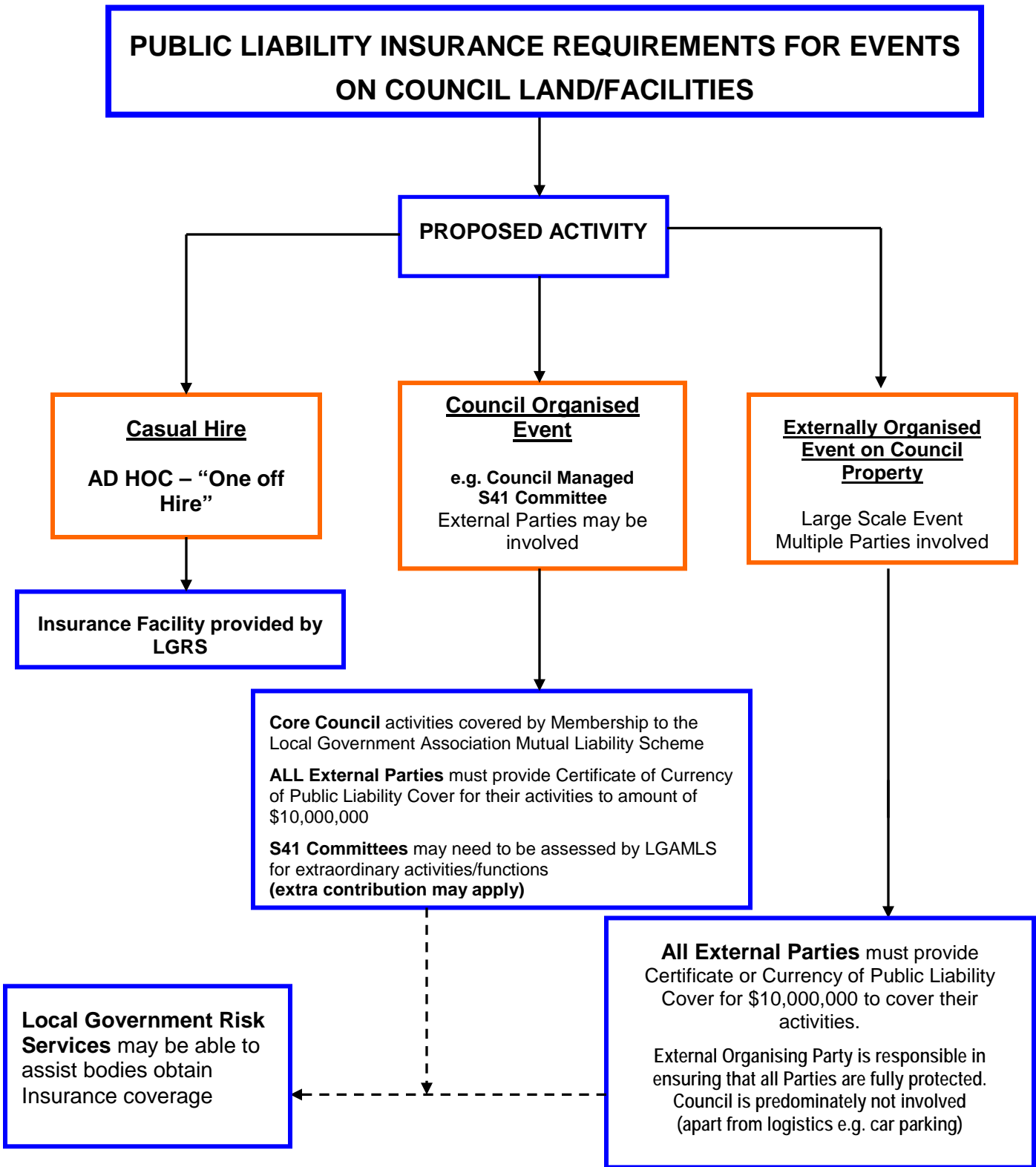
Toilets

- ✓ All waste to be removed
- ✓ Bench tops to be wiped and left clean and tidy
- ✓ Floors to be swept and mopped
- ✓ Mirrors to be wiped clean
- ✓ Nappy bins to be emptied
- ✓ Note: Sanitary bins are emptied under Council contract

Decking & Paved Driveway

- ✓ All waste to be removed
- ✓ Decking to be swept
- ✓ Cigarette bins to be emptied
- ✓ Any broken glass, cigarette butts & general rubbish to be removed from decking & paved driveway.
- ✓ Hosing or wet cleaning to remove spillages & other waste products if required

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