



SHIRE OF  
**York**

## CONDITIONS OF HIRE

### YORK TOWN HALL

This document and checklist to be retained by Hirer.

#### 1. **BOOKINGS**

- The Hirer must advise the Shire the purpose for which the hall is being hired.
- The Hirer to ensure they have read and understood the State Government's declared State of Emergency and related directions as it relates to them (available at [wa.gov.au](http://wa.gov.au)) and the State Government's COVID-19 Safety Guidelines (available at [wa.gov.au](http://wa.gov.au)).

The Hirer to ensure they have read and understood any relevant State or National Guidelines specific to their sport or activity.

- Bookings must be confirmed, and full hire fees and bonds must be paid one month prior to the event. All bookings will be considered tentative until all fees are paid.
- Payments can be made by cash, cheque, EFTPOS or direct bank deposit to: Shire of York, BSB: 633-000, Account No: 118630623, Reference: *Your Booking Number & Name*.
- The bond will be refunded electronically after inspection of the premises. Please complete your banking details on our New Creditors Form that will be provided to you.
- 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. **HIRE FEES**

- Please refer to the schedule of fees and charges [online](#).
- Bonds & Hall Hire Fees will be confirmed by the Customer Service Officer at the time of placing your booking.

#### 3. **GENERAL INFORMATION**

- Please note the following when hiring the Town Hall:
  - The Town Hall is hired on an "as is" basis.
  - Any displays in the foyer of the Town Hall are not to be removed.
  - Additional services required may incur an extra charge, and will need prior approval. A minimum of 14 days notice is required.
  - Access to the upper floor for functions is subject to prior approval.
  - Permission must be obtained prior to using the Sound and Lighting System.

- Currently the Town Hall contains the following:
  - 200 Grey Chairs (Approximately).
  - 26 Trestle Tables.
  - 6 metal partitions / display stands on wheels.
  - Assorted crockery & cutlery for up to 100 placings.
- 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 Shire. Noise level of bands is subject to control by authorised Shire staff and/or Police.
- The stove and warmer have directions for use. Please follow carefully.
- The 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. Please ensure caterers are aware of cleaning requirements and their responsibility.
- Sticky tape or blue tack must not be attached to painted surfaces.

#### 4. **EMERGENCY PROCEDURES**

Upon hire of this facility, please familiarise yourself and those with you on the following:

- Emergency Exits.
- Emergency Evacuation Plans / Diagrams (located on the walls).
- Location of First Aid Kit / Defibrillator.
- Fire Extinguishers.

For Shire of York after hours contact, please phone 0418 924 818

**In an Emergency – Please dial 000**

#### 5. **LIQUOR**

- Written permission of the Shire is required for any use of liquor in the hall and a \$40.00 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.

## 6. ACCESSIBILITY

The public have access to a lift for meetings held in Chambers and display exhibitions that are sometimes held on the upper floor. The key to the lift is held by Shire staff in the Shire Administration Office or the York Visitor Centre staff located in the Town Hall, who will operate the lift.

## 7. CANCELLATIONS

- 1 month prior to the event – No Charge
- 2-4 weeks prior to the event – 50%
- Less than 2 weeks – 75%
- Less than one week – No Refund

## 8. PUBLIC LIABILITY INSURANCE

The Shire has a Casual Hirers Public Liability Insurance which indemnifies the Shire for claims from third parties for bodily injury and /or property damage arising from the activities of casual hirers whilst using the Shire 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 1300 853 800.

## 9. CLEANING

The Hirer is responsible for ensuring areas are swept clean and chairs etc. returned to normal area of storage upon conclusion. The area currently set aside for storage is in the Main Hall, on the right-hand side of the entrance door (under the upstairs gallery). The Hall is hired in the same condition as found. Basic requirements are as follows:

### **Main Hall:**

- Mop and sweep floor.
- Clean up all spillages.
- Stack all chairs (10) and tables in the storage area located in the Main Hall.
- Clean all dirty chairs and tables.
- Remove all rubbish.

### **Lesser Hall:**

- Mop and sweep floor.
- Clean up all spillages.
- Remove all rubbish.

### **Kitchen:**

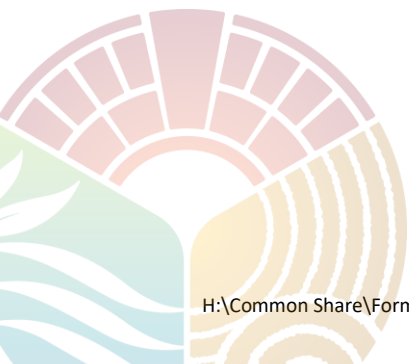
- Sweep floors and mop.
- Clean ovens, benches, and sinks.
- Empty fridge and cool- room, turn off.
- Clean and replace all cutlery and crockery (if used).

**Please note that all users must provide their own tea towels and leave the kitchen clean and tidy.**

**Outside Rear Area:**

- Sweep and clean area of rubbish and cigarette butts.
  
- The Hirer is to arrange for the removal of all excess rubbish from the premises.
- At the time of making the booking, Shire 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.
- Shire also requests that you follow the locking up procedure as attached.
- 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.

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



- 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 Main 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 entry to toilets from the foyer.
3. Lock the upstairs external door – The door at the top of the stairs will open from the inside but should be deadlocked from the outside.
4. In the Hall - check both doors are completely locked and bolted in the Hall that opens onto Avon Terrace.
5. Make sure the Lesser Hall door is locked.
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 and all windows and doors in that area are secure.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return the completed checklist, along with keys to the Shire Administration Office at the end of your function / event or the next working day. Staff will then be able to organise the appropriate bond refunds, following an inspection of the premises.

## Suggestions / Feedback

We hope your function / event was a success and enjoyable for both you and your patrons.

We welcome any suggestions or feedback you may have.

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