



TOWN HALL/LESSER HALL/KITCHEN Conditions of Hire

1. **BOOKINGS**

The hirer must advise the Shire the purpose for which the hall is being hired.

Hirer must complete and provide a copy of their COVID 19 Safety Plan to the Shire of York with their booking form. (if applicable)

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.

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**

Town Hall Hire Fees 2020/21 – please refer to the schedule of fees and charges attached to these conditions.

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 Town Hall are not to be removed
- Additional services required eg: extra chairs & assistance with set-up will be charged at the private works rate and 7 days notice is required
- Access to the upper floor is not included in the hire of the Hall for functions.

Currently the Town Hall contains the following:

- 200 Grey Chairs (Approximately)
- 30 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

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 now 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:

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)

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

Tel: 08 9641 2233

Fax: 08 9641 2202

Email: records@york.wa.gov.au

PO Box 22, York WA 6302

Town Hall & Lesser Hall Hire Fees 2020/21

BONDS – NOT TO BE CUMULATIVE (NO GST)

Dependant on function type

Events, Commercial & Private	\$1000
Not for Profit / Community Group	\$500
Keys	\$50
Lesser Hall & Kitchen- Commercial & Private	\$500
Not for Profit / Community Group	\$150
Kitchen Only	\$150

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, Upstairs Gallery: 100 persons.

Floor Area = 29.5m x 15m; Seats Approx. 400

Private / Commercial per Day	\$885.00
Private / Commercial per ½ Day 6 hr max	\$410.00
Community Group one off use – per full day	\$400.00
Community Group one off use – per ½ day 6hr max	\$200.00
Setting up / Rehearsals (max 6 hrs-3hrs setup, 3hrs pack-up)	\$100.00

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

Private / Commercial per day	\$320.00
Private / Commercial per ½ day 6hr max	\$160.00
Community Group one off use - per full day	\$110.00
Community Group one off use - per ½ day 6 hr max	\$55.00
Setup / Rehearsals (max 6 hrs-3hrs setup, 3hrs pack-up)	\$78.00

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).

All Users per day	\$110.00
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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.	\$40.00
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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>	

Check List 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 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 Tce.
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.

