

# Canning Agricultural, Horticultural & Recreational Society (Inc)

## Hall Bylaws - Conditions of Hire

Approved by Committee of Management January 2009

### Halls

These conditions shall apply to the hire of the Exhibition Hall and the Liddelow Pavilion under the care and control of the Society. The hall is only to be used for the purpose of that stated on the application form.

### Committee of Management

The Committee of Management of the Society, hereafter "the Committee" is responsible for the care & control of the halls. The Executive Officer is responsible for the management of the halls and grounds.

### Application for Hire

- a) An application for hire must be made on the prescribed form to the Executive Officer.
- b) Approved weekly hirer's may be granted continuing hire provided fees and charges are paid each month.
- c) An application is not finalised until a hire application form, other relevant documentation and deposit is received by the Executive Officer. Temporary bookings will only be held for two (2) weeks.
- d) Hall hire will be allocated on a first come basis.
- e) The decision of the Committee on all applications will be final.
- f) The applicant for hire whose name appears as the organiser, must be aged 18 years or over.

### Refusal

The Committee reserves the right to refuse an application for hire without giving a reason for refusal.

### Cancellation

- a) The Committee reserves the right to cancel any application where it is satisfied such action is justified. Notice of cancellation will be given to the applicant as early as practicable and any fees paid will be refunded.
- b) Should the applicant for hall hire cancel a booking less than **six weeks** prior to the hire date **the deposit shall not be refunded.**

### Payment

A **deposit of 25%** of the total hire fee is to accompany the Application for Hire to confirm the booking date. The remaining payment and bond must be paid not less than one week prior to the hire date. The application will be cancelled if the fees and bond are not paid as required.

### Bond

A bond is payable against damage to the hall or equipment and cost to the Society for cleaning of excess litter and cleaning expenses. The bond will be refunded to the hirer after use, provided the cost of repairs or expenses incurred by the Society will be deducted from the bond and the balance refunded. Should the cost to the Society exceed the amount of the bond, an account will be rendered to the hirer.

### Hire Charges

Hall Hire charges will be subject to an annual review and may be altered at the discretion of the Committee of Management. Any variation of charges will have effect from the first day of January in each year.

### Keys for entrance to hall and grounds

Keys for entrance to halls and security access will only be issued to the hirer whose name appears on the application form. Keys will only be issued up to two days prior to the hire date. Keys are to be returned as instructed by the Executive Officer. The cost of replacing keys not returned will be chargeable to the hirer. If keys are not picked up at the arranged time, **a fee of \$20** will be charged for a person to attend the grounds to issue keys outside of the office hours Monday to Friday 9-00am to 12-30pm.

### Smoking

No smoking is permitted inside any part of the halls, including toilets, kitchen, meeting rooms and storerooms.

### Parking

Parking is only permitted on the marked parking areas adjacent to the Exhibition Centre and grassed area to the rear of the Exhibition Hall.

### Liquor

If alcohol is to be sold a Liquor Permit must be obtained from the Office of Racing & Gaming, as well a letter of approval from the Society, and displayed within the halls. BYO liquor may be consumed on the premises.

### **Decorations**

Decoration of a hall or any part thereof is permitted subject to the instructions of the Executive Officer. No nails, screws or adhesive to painted areas are to be used. All decorations will be removed by the Hirer immediately after use of the hall. Any cost made to the Society to make good the hall will be a charge against the bond.

### **Smoke Machine/Appliances**

The use of any machine or other appliance to produce smoke or fumes as to discharge the fire alarm is prohibited in any hall. A breach of this bylaw causing a cost for the attendance of the Fire Brigade or other Security Personnel will be a charge to the Hirer.

### **Chairs and Tables**

Chairs and tables as determined by the Executive Officer will be included with the hire fee. Additional chairs or tables hired outside are required to have suitable protection against damage to hall timber floors. The Executive Officer may refuse the use of chairs and tables and have them removed from a hall. All chairs and tables are to be returned to the storeroom as instructed by the Executive Officer.

### **Noise & Behavior**

The hirer must ensure there is no undue noise from the use of a hall and will be responsible for the behavior of persons at the function. The Committee may refuse hiring where complaints are lodged.

### **Signage**

Signs or other advertising on any grounds or fencing may only be erected with the permission of the Executive Officer, but not more than **7 days** prior to a hall hire. The Executive Officer may remove without compensation, any unauthorised signs or advertisements.

### **Catering**

The use of a kitchen with a hall hire will be as determined by the Executive Officer. Kegs or similar containers are restricted to the space provided and prohibited on any wooden floor area. The kitchen is to be mopped and all benches, stoves, urns and other equipment left in a clean condition. The cost of making good damage or extra cleaning through catering misuse will be a charge against the bond.

### **Floors**

No sawdust, resin or talcum powder is permitted to be used on floor areas. Damage to floors through misuse will be a charge against the bond. All care is to be taken to ensure that no liquids are spilled onto the floor area. When cleaning a floor area, only warm water is to be used. Strictly no detergents.

### **Cleaning**

**The halls and all facilities are to be left in a clean and tidy condition after use, including the toilets. Brooms and mops are available in the kitchens. All cleaning materials are to be provided by the hirer. The organiser will be responsible for the cleaning of the hall and must ensure cleaning is carried out.**

### **Rubbish**

All rubbish is to be placed into the **Green Council Rubbish Bins** located near the main gate. No rubbish is to be left in the bins in the halls. Any additional rubbish that cannot be placed in the containers is to be **removed by the hirer**. Failure to do so will be a charge against the bond of a **minimum of \$50.00**. The satisfactory clearing of rubbish from a hall will be determined by the Executive Officer.

### **Closing Hall and Security**

All doors and windows must be closed and lighting and air-conditioning turned off after use. The hall is to be secured as instructed by the Executive Officer. **Keys are to be returned to the Executive Officer as per instructions**. Any damage caused by unauthorised persons through the failure to close and secure a hall will be the responsibility of the hirer and the cost of making good a charge against the bond.

### **Insurance**

1. All parties making use of the premises under the care of the Society must have a minimum Public Liability Insurance of \$10million.
2. Documentation of such insurance is to be included with the Hire Application, ie Certificate of Currency.
3. In the event of insurance cover not being held, the hire will be cancelled until the required documentation is received and accepted by the Executive Officer. Such application will not be granted unless the Executive Officer is satisfied that the insurance cover is acceptable.