

SHIRE OF MOORA - BUILDINGS AND FACILITIES CONDITIONS OF USE

THE COUNCIL WOULD LIKE TO ENSURE THAT ALL COMMUNITY FACILITIES ARE TO BE USED TO THE BENEFIT AND ADVANTAGE OF ALL SECTIONS OF THE COMMUNITY

To enable this objective to be met it is necessary for certain rules to be laid down for all users of Shire Buildings thus enabling a common understanding of requirements to the benefit of users of the facilities and those with responsibility for their management.

1. Administration

- a) The bookings, administration and control of the Shire buildings and facilities is by Council through Council Staff in accordance with procedures and rules adopted by Council.

2. Bookings, Keys and Charges

- a) Bookings will be taken at the Shire office, 34 Padbury Street, during normal office hours (8.00 am to 4.30 pm, Monday to Friday) or by email in writing via completion of a booking form.
- b) Bookings are only secured once payment has been made.
- c) Bookings are to state specific areas required.
- d) Cancellations and adjustments to bookings must be made in writing.
- e) Keys will be issued for areas booked only. For bookings outside of Shire office hours, collection arrangements to be confirmed during our office hours.
- f) Persons taking keys will be required to sign for these and will be held personally responsible for their return after completion of the booking. Non-return of keys will result in a deduction from bond deposit (See Point 4d)).
- g) If a portion of the facility is booked for one use it may preclude any other area being booked and Council retains the right to exercise discretion in this matter.
- h) Council retains the right to refuse a booking for any reason without assigning any reason for so doing.
- i) In the event of two or more applications being made for the hire of any part of the facility for the same date and hour, the Council may without considering priority of application determine to which applicant the hire of the building or part thereof shall be granted.
- j) The Council reserves the right to seek a deposit from any hirer (in addition to the bond) against the hire charge to be paid prior to the hirer gaining access to the facility and the amount of such deposit shall be determined by the Chief Executive Officer or any other Officer appointed by him.

- k) Charges for the use of the Facility will be as per the Fees and Charges Schedule. Council reserves the right to alter these charges from time to time without prior notice. Where no charge is listed for a particular type of function Council has authorised the Chief Executive Officer to set a charge based on another “nearest to type of function” charge.
- l) Fees and Charges are to be reviewed annually as part of Council Budget adoption.

3. Bar Facilities

- a) On hiring bar areas, the hirer will be responsible for setting up the drinks, cleaning up after the function and leaving the bar areas as found. Glassware in the form of beer glasses and wine glasses are provided.
- b) The operation of bar areas will be always with Council permission, liquor is served with the additional requirement to obtain a DLGSC Function Permit where liquor is sold.

4. Bond

- a) For all functions booked where liquor is served, a bond of \$1000.00 is to be deposited at the Shire Office prior to the event.
- b) The \$1000.00 bond will be refunded in full on the booked areas of the facility being left clean, tidy, and undamaged. Deductions will be made for any damage and cleaning up where necessary at the rate of \$75 per hour.
- c) In relation to Points 4a) and 4b) the \$1000 bond, held in Trust will be rendered for the cost of any damage.
- d) Part of the bond may be forfeited for non-return of keys, missing equipment, or failure to lock up securely after use (See Point 7d)).
- e) The bond of \$1000.00 will be subject to review annually as part of Council Budget adoption.

5. Decorations

- a) No decorations and/or signage permitted for use in the facilities unless authorised by the Chief Executive Officer or delegated Officer. Requests to decorate should be made in writing, at time of booking.
- b) Where permission to decorate has been given, decorations and/or signage should be attached to walls and doors only and stage floor, MPAC only, in such a way so as to be easily removed and in attaching decorations/signage no person shall drive a nail or any other thing into any part of the wall, windows, doors, floors or brickwork or otherwise deface the building.
- c) Decorations and/or signage to be completely removed (no ends of streamers, bits of string, tape on the floor etc. to be left) at completion of the function where decorating was permitted. If decorations and/or signage are not removed Council Staff will remove them at the hirers expense.
- d) On special occasions the Chief Executive Officer or delegated Officer may permit decorations and/or signage to remain for a longer period at his discretion.
- e) No decorations and/or signage to be hung from or attached to any light fittings to the ceiling.

6. Setting Up

- a) Hirers are responsible for the setting up of the bar, kitchen, hall, rooms, tables, and chairs to suit their needs.
- b) We do offer a service to set tables and chairs where needed, please refer to the booking form for further options. This service does come with a fee as per the Shire fees and charges.
- c) If the retractable seating, MPAC only, is required for the function, notification must be made at the time of booking and Council Staff will ensure it has been set up. The hirer will not need to put the retractable seating away.

7. Cleaning/After Function Checks

- a) Sufficient and proper cleaning equipment will be provided at the facilities to enable hirers to clean up after functions.
- b) Hirers are required to clean/vacuum, stack and store furniture, clean up and sweep up and place all rubbish generated in bins provided. Special attention to be paid to the cleanliness of kitchen and bar facilities.
- c) Hirers departing the facilities are expected to leave the building securely locked up, including all internal doors. It is the hirers responsibility to ensure that any equipment removed from storage areas is returned.
- d) In the MPAC The Technical Store and the Technical Store Cupboard must be kept locked at all times (See Point 4d)).
- e) On exiting, all internal lights must be switched off.

8. Preservation of Floor Surfaces and Equipment

- a) Polished Floorboards – chairs and tables etc. are not to be dragged or rolled over the floor, they must either be carried or lifted or transported by the special trolleys provided.
- b) Polished Floorboards – Do not use strong tape if taping down electrical cords. It will remove the lacquer.
- c) Carpeted Areas – are to be meticulously cared for, which means that on entering the building the floor mats provided are to be used to wipe shoes clean of all mud etc, cigarette butts are to be placed in the ashtrays provided on the exterior of the building.
- d) MPAC Front of House Curtain – must be operated at all times by using the electric buttons “Open”, “Stop” or “Close”. The curtain must not be opened or closed by hand.
- e) MPAC Cyclorama (white curtain) – when not in use, must be kept stored in supplied bag. All care is to be taken to ensure there is no damage (i.e. tears or holes) as if damage occurs the Cyclorama is unusable.

9. Conduct of Persons and Entertainment

- a) No person shall in any part of the building;
 - a. enter or be allowed to enter whilst intoxicated or under the influence of illegal substances;
 - b. be guilty of any misbehaviour whatsoever;
 - c. damage, mark, indite or deface any wall or other part of the building;
 - d. stand, loiter or cause any obstruction whatsoever in the exits or passageways of the building. Any person doing so shall desist upon being requested to do so by the hirer or other authorised person or Police Officer.
- b) No offensive impersonation or anything calculated to produce a disturbance, riot, or breach of the peace, shall be permitted in any part of the facilities or about such building.
- c) The provision of this rule shall be deemed to be a condition of hiring.

10. Compliance with Acts of Parliament and Regulations

- a) The hirer of the Facilities or part thereof shall comply with the provisions of the Health Act, Performing Rights Association Act, Liquor Act or any other Act and/or regulation in force for the time being and applicable to such hiring and use of the building or part thereof.

11. Other Conditions of Hire

- a) No dog whether under control or otherwise is permitted to enter any part of the Facility. This rule shall not apply to a guide dog accompanying a blind person.
- b) No person shall take photographs for profit in or adjacent to the Facility without the permission of the hirer.
- c) No person shall;
 - a. deface or damage any part of the Facility;
 - b. place any nails or pins or screws in any part of the Facility without the consent of the Council;
 - c. deface or damage any chattels or equipment that is the property of the Council or hired with the Facility;
 - d. without the consent of the Council remove or replace any electrical fitting in the Facility;
 - e. without the consent of the Council remove from the Facility any chattels or equipment that is the property of the Council or hired with the Centre.
- d) The hirer shall permit the Chief Executive Officer or authorised Officers of the Council to have free ingress to the Facility for the purpose of inspecting or enforcing any of these rules.
- e) Persons using the building must ensure that children accompanying them are kept under their control at all times. Children should not be permitted to run through the building, or through the gardens.
- f) Bicycles and skateboards are not permitted in the Facility.

12. Furniture and Equipment

- a) The furniture and equipment provided at the Facility is not available for hire or use outside of the Shire facilities.

13. Rates and Requirements

- a) Council reserves the right to alter or amend these rules and requirements at any time.

14. Conclusion

Council trusts that these simple rules and requirements will assist users of the Shire Facilities to help each other and at the same time assist Council and its staff to manage and maintain these excellent facilities to the advantage of the whole community.

Adopted by Council 15th August 2018

Reviewed by CEO August 2024