

CONDITIONS OF HIRE

CASUAL HIRE OF HALLS

GENERAL INFORMATION

1) APPLICATIONS:

Five community halls are available for hire through:

Venue Hire Coordinator – 9556 4480
Kingston City Hall

Halls Available:

A T Niemann Community Hall
14 Baxter Ave
Chelsea 3196

Cheltenham Hall
1218 Nepean Hwy
Corner Nepean Hwy & Charman Rd
Cheltenham 3192

Allan McLean Hall
Corner Albert St & Lewis Rd
Mordialloc 3195

Mordialloc Court House
Albert Street
Mordialloc 3195

Carrum Community Centre
Corner Dyson Rd & Walkers Road
Carrum 3197

2) INSPECTION and KEYS:

Inspection of facilities Monday to Friday may be made by collecting keys from the Customer Service Centres at Cheltenham or Box office at the Kingston City Hall or the Chelsea Library.

Cheltenham Head Office
1230 Nepean Highway, Cheltenham
9:00am - 5:00pm

Chelsea Office
1 Chelsea Rd, Chelsea
10:00am - 2:00pm

Kingston City Hall (Box Office)
985 Nepean Highway, Moorabbin
9.00am - 4:30pm

The keys must be returned on the same day of the inspection. **A driver's licence or other photo identification is required for identification purposes.**

3) CONFIRMATION:

Confirmation of the booking is only made when: -

- a) The application form is lodged **and**
- b) The appropriate fee for the hire and bond is paid.

These may be forwarded by mail or delivered in person to the Kingston City Hall. **The form and the fee must be lodged 14 days prior to the hire date or at another date only after approval in writing by Council staff.**

4) LIQUOR:

Halls and Pavilions are licensed for **consumption** of liquor only. If liquor is to be sold by the hiring individual/organisation, a liquor license is required. Application Forms may be obtained from the

Victorian Commission for Gambling and Liquor Regulations.
49 Elizabeth Street, Richmond VIC 3121
Phone: 1300 182 457

A copy of the Licence needs to be passed on to Customer Service staff prior to the function.

5) FACILITY: (to be read in conjunction with the attached Regulations of Hire)

- The floor, walls, curtains or any other part of the building or any fittings or furniture shall not be broken, pierced by nails or screws or in any such manner that they may be damaged.
- Access to the facility prior to and after the function will be advised in writing and is to be strictly observed.
- Council has a **No Smoking** policy in all of its buildings.

6) HALL USE:

The hiring individual/organisation is responsible for...

- a) Adherence to local 'By Laws'.
- b) Adherence to the 'times of use' as arranged with the Booking Officer.
Evening functions must cease at 12.00 midnight and the facilities must be vacated by 1.00 am.
- c) The facility being returned 'in the same condition' as it was found upon your arrival. The facility **must** be cleaned within the times of your booking.
- d) Any damage during your booking resulting from misuse of the facility or fittings.
- e) Adherence to the 'Regulations of Hire' posted inside each facility. (See attached sheet).

7) INSURANCE:

Council provides public liability insurance for functions held in the above-mentioned halls. Currently the fee for this is \$16.50 per hire.

The Hirer agrees to indemnify and to keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the Hirer or both arising out of or in relation to the granting of the hall hire.

8) GENERAL:

- There is a **minimum** damage bond of \$400 applicable for all casual hires. The bond is to be paid at the same time as the fee for hire and can only be accepted via cash, bank cheque or eftpos payment. See note (12) below.
- Permission needs to be obtained from Council for the additional use of power and amusements/other equipment for adults and children.
- Booking Officer and the City of Kingston may; in their absolute discretion refuse to accept a booking.
- Permission needs to be obtained through your Venue Hire administrator if you wish to bring any electrical, cooking, lighting and musical equipment into the Hall.

9) CANCELLATIONS:

Cancellations – Kingston City Council requires at least **7 days** notice for cancellations in writing.

10) CONDITIONS:

The user/hirer agrees to indemnify and to keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the user/hirer or both arising out of or in relation to the granting of or in relation to the use of the facilities.

11) CONDITIONS OF HIRE-VARIATIONS

Hirers are advised that Council may alter this Condition of Hire at any time without prior notice

**ANY DEVIATION FROM THE ABOVE MAY RESULT
IN EXTRA CHARGES AND/OR FINES
OR EXPULSION FROM THE HALL.**

12) BOND

The amount of bond is a minimum of \$400 per hire although Council reserves the right to vary the amount of bond payable in accordance with the type of function being held.

REGULATIONS OF HIRE

PLEASE READ AND COMPLY TO THE FOLLOWING REGULATIONS WHEN HIRING THIS HALL

1. Please take care when moving tables and chairs. Dragging of furniture will damage the floor. Repairs to damages to the furniture or floor will be taken from the bond.
2. Mop spillages as they occur, drinks and some foods may also damage the floor.
3. Confetti is NOT permitted within the Hall or on the surrounding grounds.
4. Roasting spits are not permitted within the Hall. Permission must be obtained from the Kingston City Council for roasting spits on grounds surrounding the Hall.
5. Before your departure (within your booking time).
 - 5.1 Main Hall:
 - Sweep the floor and mop up any spills
 - Stack the chairs and return to the store cupboard/or as indicated within the specific hall
 - Wipe down the tables and return to the store cupboard/or as indicated within the specific hall
 - 5.2 Kitchen:
 - Wipe down the kitchen bench tops and sweep/mop the floor
 - Wipe down the rubbish bin
 - 5.3 Other:
 - Check the toilets and basins for cleanliness
 - Collect rubbish from all bins and place in correct council bins outside
 - 5.4 All equipment not belonging to the Kingston City Council is to be removed unless with the written consent of the Booking Officer.
 - 5.5 The Hall must be left clean and tidy, as it was found upon your arrival.
6. The Hall is located in a residential area and noise generated by your function must be kept within reasonable limits.
7. **No products are to be placed on the floor apart from authorised cleaning products.**
8. Evening functions must cease at 12.00 midnight. The Hall is to be cleared and vacated by 1.00 am. The Hall keeper will inspect the facility soon thereafter.

**NON-ADHERENCE TO THESE REGULATIONS OF HIRE MAY RESULT IN FORFEITURE
OR YOUR BOND, EXTRA CHARGES, SUSPENSION OR EXPULSION FROM THE
FACILITY.**

ALCOHOL CONSUMPTION IN COMMUNITY HALLS

The following are not negotiable for hirers and or organisations when liquor is consumed within any city of Kingston Community Hall.

- Only City of Kingston compliant Security can be contracted to manage the event
- A guest list must be provided to the security company 30 mins prior to public entry
- Only persons over the age of 18yrs can consume liquor within the Hall
- Security reserve the right to ask any persons for proof of age
- Only plastic and aluminium containers can be brought into the venue
- All events must cease at 12am; leaving the hirer 1(one) hour to clean the premises
- Crowd controllers reserve the right to refuse entry to any persons who are not listed on the guest list provided by the hirer
- Crowd controllers, licensed under the Private Security Act, are to be employed at a ratio of 2 crowd controllers per 100 patrons
- Crowd controllers are to be present from 30 minutes before the start of the entertainment being provided and until 30 minutes after closure.
- No alcohol is to be consumed outside of the premises
- Party safe forms must be filled out and registered with the local police station (Mordialloc or Cheltenham Police station) at least 1 week prior to the event date; a signed and or stamped copy must be submitted to the Venue Hire coordinator.

FREQUENTLY ASKED QUESTIONS

What are the room capacities of the halls?

Hall	Standing	Dinner Dance	Supper Room
Allan McLean Hall	250	200	80
A.T Niemann Hall	125	100	
Carrum Hall	125	100	
Cheltenham Hall	200	90	40
Mordialloc Courthouse	40		

Are there other halls within the Kingston Area?

Yes, there are but the above halls are the only halls that Kingston Arts manage, other halls like Neighbourhood houses and Community Centres have their own Board of Management as so do their own bookings. Phone numbers can be found in our community directory which is on our website – www.kingston.vic.gov.au

What constitutes hire times?

Week Day:	8.00am - 5.00pm
Evening:	6.00pm - 12.00 midnight
Weekend: Friday:	6.00pm - 12.00 midnight
Saturday:	8.00am - 12.00 midnight
Sunday:	8.00am - 12.00 midnight

Do the halls have a kitchen?

All halls have a fully functioning kitchen with stoves, fridges. All halls have tables and chairs to cater up to what they can hold. Our compliant caterers can cater for your function, please note not all caterers' delivery on weekends.

- Truly Scrumptious Catering – 9584 9907
- Table & Larder – 9555 4434
- Simply Sensational – 9578 5100
- Nutmeg Tree – 9585 6706

What is the public liability charge?

This is an insurance charge to cover your guests for the period of hire of the hall.

Do we hire for Birthday Parties?

Yes we do, but with restrictions – large bond - \$1500, security guards – under 100 people 2 paid security guards and over 100-200 people, 4 paid security guards and over 200 – 5 security guards etc Only the Allan McLean and Cheltenham Hall are hired for these events, as they are both close to Police Stations. All parties have to be registered with the Police and a 'safe party' pack completed and lodged at the closest police station 7 days before the event.

No underage birthday parties or dance parties are allowed, except under 12yrs or at the discretion of the Functions Coordinator.

What time can I get into the hall to decorate?

All hirers have access to the hall prior to their event to decorate. This time is included in the hourly rate.

All halls are available after 3pm for an evening event. If they want to go in early it is up to the booking officer's discretion.

Please note: Carrum hall is not available until after 3pm on a Saturday

What time do I have to vacate the hall?

All music must be turned off by midnight and guests are asked to leave the hall by 12.30am. We then give the hirer time to clean the hall and ask that they vacate the hall by 1.00am.

We remind the hirer that some of our halls are within a residential area and they must please remind their guests to leave the hall in a quiet manner.

Do I have to clean the hall after my function?

Yes, all hirers need to clean the whole complex including kitchen and toilet areas. It needs to be swept, rubbish cleared and floors cleaned with the equipment that is provided in the halls. There are rubbish and recycle bins at all halls that they can use.

All personal belongings, props, equipment, decorations, catering, crockery etc. which they bring must be removed at the end of the hire period.

In particular **AT Niemann** and **Cheltenham Hall** both have regular hires on Sundays (both are church groups that use the hall), so the hirers needs to be aware that it has to be left spotless.

Do I need a Liquor Licence?

You only need a liquor licence if you are **selling** alcohol. If it is a BYO event or party that you are providing alcohol for guests, then you don't need a licence. If you are selling alcohol then you need to contact the Liquor Licensing board and obtain a licence.

Do I need to pay a bond?

All hirers need to pay a bond in the amount of \$400.00. A lower bond amount may be set by the Functions Coordination depending on the nature of the event or function.

18th & 21st birthday parties: \$1500.00 bond

It can take up to 2 weeks to refund the bond from the time of your event.

What if there is an emergency?

Contact 000 if it relates to fire, ambulance or police. Contact 1300 653 356 if it relates to the hall during your hall hire period.