

# SCOTLAND ISLAND RESIDENTS' ASSOCIATION

## SCOTLAND ISLAND COMMUNITY HALL

### INFORMATION FOR HIRERS 2017

Hall Manager

Phone: 0421 549 370

Email: [janebalmmain@hotmail.com](mailto:janebalmmain@hotmail.com)

Hall Booking Officer

Phone: 0473 008 339

Email: [hall@sira.org.au](mailto:hall@sira.org.au)



## Classifications

### Hirer Classifications

#### 1. Casual Hirer

Casual hirers are defined as hirers who are not regular hirers and who hire the premises no more than a total of ten times over any twelve-month period. Casual hirers must pay the fees due (plus bond) prior to the commencement of the booking.

#### 2. Regular Hirer

All hirers who hire the premises multiple times over a period of 10 weeks or more ("Regular Hirers") must pay the fees due (plus bond) within 14 days of invoicing.

### Fee Classifications

#### 1. Standard Rate

The standard rate is charged for individuals and for-profit organisations or groups where the net income from the group's activities is dispersed to an individual or individuals.

#### 2. Concession Rate

The concession rate is charged for:

- 2.1 Not-for-profit organisations or groups where the net profits from the activity are retained by the group or are dispersed to another organisation which does not in turn disperse them to individuals. Where fees are paid to an instructor/tutor: the impetus for setting up the activity rests with a group other than the paid tutor/instructor.
- 2.2 Island residents/SIRA members (excludes functions).
- 2.3 Concession rate may be given to groups where the group is unable to reasonably generate income to pay for the hall hire and where the activities of the group have a clear community benefit.
- 2.4 Concessions may be granted where the predominant reason for the group's existence is to raise funds for a charitable purpose.

## Terms and Conditions of Hire

1. The hirer or the person representing the hirer (collectively referred to as the “hirer”), is required to be present at the premises for the duration of any person’s use or occupation of the premises in connection with the hirer’s booking.
2. The hirer must advise SIRA Hall Booking Officer in writing (refer *Application to Hire 2014*) the type of function that is to take place in connections with the hirer’s booking and use only that part of the premises for which a fee has been paid.
3. The hirer must be aware of and observe the Emergency Evacuation Plan for the premises (refer *Safety Information for Hirers*).
4. The hirer undertakes that in connection with the use or occupation of the premises the hirer will not permit or suffer anything to be done which is disorderly, offensive or illegal.
5. Setting up may only be done during the period of the booking or at other times arranged with the SIRA Hall Booking Officer. Setting up or otherwise using or occupying the premises outside the period of the booking or any times arranged with the SIRA Hall Booking Officer may result in the levying of a further fee or cancellation of the booking or any other booking involving the hirer.
6. All music must cease by 12:00am and the premises vacated. The hirer must ensure that all persons in attendance at the premises in connection with the hirer’s booking; leave the premises in a quiet and orderly manner. Any music played must be kept to a reasonable level to avoid disruption to any adjoining or nearby residential properties.
7. The riding of bikes, scooters and skateboards are not permitted on the premises. These items are to be left outside the hall.
8. SIRA is not responsible for any property left upon or in the premises.
9. At the completion of the booking:
  - 9.1 The key(s) should be promptly returned to the SIRA Hall Booking Officer for reimbursement of the key deposit. Responsibility for all keys issued rests with the hirer, who must pay SIRA’s costs in replacing all lost or misplaced keys and resetting all locks at the premises
  - 9.2 The bond will be reimbursed (i.e. money will be refunded or bond cheque will be returned) following hire subject to inspection and report and compliance with specified booking times.
10. All hirers who hire the premises multiple times over a period of 10 weeks or more (“regular hirers”) must pay the fees due (plus bond and key deposit) within 14 days of invoicing.
11. All hirers other than regular hirers must pay the fees due, bond and key deposit prior to commencement of the booking.
12. The hirer must be at least 18 years of age. Proof of age may be required.
13. Hirers in providing services to children and young people have a responsibility to provide an environment for them where they are safe from abuse. If there will be any paid or unpaid persons in employment or otherwise engaged that primarily involves direct contact with children under 18 years of age, where that contact is not directly supervised, the hirer must comply with all application legislation particularly including child protection legislation (refer link: <http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>)

### **First Aid**

14. The hirer is responsible for providing **first aid/first aid kits** and in the event of an emergency have appropriate measures in place to handle any given situation.

## **Emergency Procedures/Instructions**

15. The hirer is responsible for ensuring the fire doors and emergency exits are not obstructed.
16. The hirer is responsible for ensuring that the capacity of the premises (90 persons) and any equipment associated with it (as set by SIRA) is not exceeded.
17. The placing of chairs or chains to lock fire doors is prohibited.
18. The hirer is responsible for ensuring that fire-fighting equipment is not discharged, used or interfered with for any reason other than its designated or manifest purpose.
19. The hirer is to ensure that all appliances are turned off after use.
20. The hirer is responsible for contacting emergency services and SIRA Hall Manager (refer *Safety Information for Hirers*).

## **General**

21. The premises are to be inspected by the hirer before use and the floor of the hall is to be free of dirt, grit, water, obstacles etc. to ensure the safety of people using the facility. Please advise the SIRA Hall Manager if the hall is not in a satisfactory state. All reasonable steps must be taken by the hirers to satisfy themselves that there is no reasonable risk of injury to any person participating the hirer's activities. Any damage/untidiness to the premises prior to booking must be brought to the attention of SIRA Hall Manager prior to use or occupation of the premises by the hirer.
22. The hirer is responsible for ensuring that the premises are left clean and tidy following the hire and that all rubbish is removed.
23. The hirer is responsible for ensuring that all persons attending the premises at any time in connection with the hirer's booking respect the peace and quiet of neighbours of the premises, and other people using the premises.
24. The hirer is responsible for ensuring that children are in the company of a responsible adult at all times.
25. SIRA may request the removal of any hirer or person attending the premises at any time in connection with the hirer's booking found to be in breach of these Terms and Conditions. The hirer is responsible for the behaviour of all persons attending the premises at any time in connection with the hirer's booking. This will include instructing all such persons to leave quietly within the stipulated times.
26. The hirer must use the hall only in the confirmed booking times. Access to the hall at other times is prohibited unless prior arrangements have been made with SIRA Hall Manager.

## **Security**

27. Windows and doors must be secured when the hirer is not in attendance at the premises, along with the turning off of all lights and accessories.
28. The hirer must observe the secure closing of the premises.

## **Alcohol**

29. The supply and/or consumption of alcohol to or by minors is prohibited in or on the grounds of the premises.
30. It is the responsibility of hirers to comply with the relevant regulatory requirements if alcohol is to be consumed.

## **Decorations**

31. The hirer is not permitted the use of any adhesive materials to secure, signs, posters or decoration on any internal or external wall surface. The hirer is liable to SIRA (who are in turn liable to Pittwater Council) for full restoration and repair costs in connection with any damage resulting from this action.

32. For safety reasons, balloons and decoration are not to be placed on any electrical fittings.
33. Confetti or similar products are not permitted in the hall or grounds of the premises.

### **Electrical Equipment and Fittings**

34. The hirer must report immediately to SIRA Hall Manager any damaged or dangerous electrical fittings and ensure steps are taken to prevent use of the same until repairs are carried out.
35. The hirer is responsible for gaining written approval from Pittwater Council and SIRA prior to connecting or creating interference with any electrical installation, lighting effects, and sound system or stage fittings. Any changes made or damage incurred will be made good at the cost of the hirer.
36. Only tradesman approved by Council must undertake any permitted changes to electrical fittings.
37. All portable electrical equipment or leads that are brought into or used in the Hall shall comply with the NSW Occupational Health & Safety Act 2000 and the Regulation.  
<http://www.legislation.nsw.gov.au/#/view/regulation/2011/674/chap4/part4.7>

### **Other Equipment, Furniture and Fittings**

38. Fittings must not be removed from the premises.
39. Chairs and tables must not be removed from the premises unless authorised by SIRA in writing.
40. The setting up and putting away of tables and chairs is the responsibility of the hirer.
41. Chairs, tables and other items of furniture are to be lofted over the floors, not dragged.
42. The hirer is responsible for the cost of making good any damage caused to the premises, furniture or fittings during the course of the hirer's use or occupation of the premises, including scratches on the floors caused by items being dragged across floor surfaces.
43. All equipment belonging to the hirer shall be contained neatly within the agreed area.
44. The hirer is responsible for any equipment and/or goods stored in the premises.

### **Cleaning**

45. Any spillage should be cleaned immediately by the hirer, to avoid the likelihood of injury and possible liability.
46. All tables and chairs are to be wiped clean by the hirer before being put away by the hirer.
47. The hirer is responsible for the caterers or users of the kitchen and kitchen appliances (e.g. refrigerator, stove top, oven, warming oven, microwave) to leave it and them clean.
48. The premises must be kept clean and tidy. All general rubbish is to be taken to a skip bin at one of the wharves. All recyclable rubbish (e.g. paper, cardboard, glass and PET bottles, cans) are to be placed in the black recycling crates and placed at the edge of the roadway above the steps on the western side of the hall for collection during Monday recycling collection.

### **Smoking/Barbeque/Naked flames**

49. The hirer is responsible for ensuring that no smoking is permitted inside the premises or on the associated verandah and balconies.
50. Spits and barbeques are permitted for use only outside the hall in the surrounding grounds and only as agreed (if at all) and identified by the SIRA Hall Manager.
51. Sparklers and/or naked flames are not permitted within the premises.
52. The only types of candles permitted on tables are those in protected bowls. Candles on cakes are permitted under the direct supervision of the hirer.

## **Cancellation or Transfer of Bookings**

53. The hirer cannot assign, or sub-let the hall.
54. SIRA reserves the right to have priority to use the premises for certain functions through the year (e.g. Community Events, Elections). A minimum of one months' notice will be given to any hirer who is required to give up their booking in the above circumstances.
55. The request for the transfer of booking/bookings must always be made in writing to SIRA Hall Booking Officer, who will then check the booking system and confirm the availability.

## **Insurance**

56. The hirer must, unless covered under SIRA's insurance policy as per clause 61, effect and maintain public liability insurance (however described):
  - 56.1 Covering the hirer's legal liability for:
    - Damage to any real or personal property; and
    - Injury to, or death of, any person,
    - Arising out of the use or occupation of the premises by the hirer or the performance of its obligations under these Terms and Conditions; and
  - 56.2 With a limit of indemnity in relation to legal liabilities relating to the use or occupation of the premises by the hirer or the performance of its obligations under these Terms and Conditions of not less than \$10 million for each occurrence;
57. In relation to the insurance policy referred to in clause 56, the hirer must:
  - 57.1 Maintain that insurance policy for the duration of the hirer's, or any other person's use or occupation of the premises in connection with the hirer's booking;
  - 57.2 Effect and maintain that insurance policy with an accredited insurer.
58. The hirer must affect and maintain workers' compensation insurance if required by (and, if so, in accordance with) relevant NSW laws.
59. In relation to the insurance policies referred to in clauses 57 and 58, the hirer must (if, and to the extent, it is required to affect either or both of these insurance policies):
  - 59.1 Whenever requested by SIRA, give SIRA Hall Manager, in respect of each of those insurance policies:
    - The policy wording
    - The schedule and any endorsement slips
    - Renewal certificates or certificates of currency issued by the insurer; and
    - Other information reasonably required by SIRA
  - 59.2 Not do or omit to do anything which might vitiate, impair or derogate from the cover under either or both of those insurance policies or which might prejudice any claim under either or both of those insurance policies;
  - 59.3 Promptly pay any deductible or excess payable or retained in connections with any claim made in respect of any liability or risk covered by either or both of those insurance policies; and
  - 59.4 Immediately notify SIRA Hall Manager of any occurrence that may give rise to a claim under either or both of those insurance policies and thereafter keep SIRA informed of developments concerning the claim.

60. If the hirer is a regular hirer, the hirer must use best endeavours (which shall be taken to include paying a reasonable additional premium to have the insurance policy referred to in clause 57:

60.1 Extend to cover the legal liabilities of SIRA which fall within the scope of cover; and

60.2 Contain clauses or stipulations:

- In which the insurer agrees to waive all rights of subrogation or action that it may have or acquire against all or any of the persons entitled to coverage under that insurance policy;
- For the purposes of which the insurer accepts the term “insured” as applying to each of the persons entitled to coverage under that insurance policy as if a separate policy of insurance had been issued to each of them (subject always to the overall sum insured not being increased as a result);
- To the effect that any non-disclosure by an insured does not prejudice the rights under that insurance policy of the other person or other persons entitled to coverage under that insurance policy; and
- To the effect that a liability is not excluded from coverage by reason only that it is owed to a person entitled coverage under the policy.

61. SIRA’s insurance policy provides cover:

61.1 For all SIRA related activities including Island Players rehearsals and performances.

61.2 For hall hirers who are not for profit organisations which excludes hall hire for private uses and functions, provided the number of attendees does not exceed 50 and no smoking or alcohol is permitted.

## **Safety Information for Hirers**

### **Fire Procedure**

- There are 2 Emergency exits on the upper level of the hall which are lit at all times.
- The 2 exits are on each of the wall adjacent to the hall kitchen (see attached diagram).
- There is no emergency exit from the verandah.
- All emergency exits must be kept clear at all times, ensuring no tables or chairs prevent a quick exit from the building.
- Exit doors should not be locked or prevented from being opened in any way from the inside. Areas outside emergency exits should be kept clear.
- The Hall is equipped with a (dry chemical powder) fire extinguisher (see attached diagram).

### **Fire Equipment**

All fire equipment is designed to control a fire long enough to allow for an evacuation and to protect personnel whilst they move to safety – not to fight fires. Professionals fight fires.

A **Dry Chemical Extinguisher** is located on the northern wall of the hall (see attached diagram).

### **Electrical/Lighting**

If there are any electrical problems, contact the SIRA Hall Manager on 0421 549 370 or email [janebalmain@hotmail.com](mailto:janebalmain@hotmail.com) immediately. The Hall Manager will arrange for the problem to be fixed.

If the situation is hazardous it is the responsibility of the hirer to evacuate the hall and lock all doors to prevent unauthorized access.

### **First Aid**

First Aid and the First Aid Kit are the responsibility of each hirer.

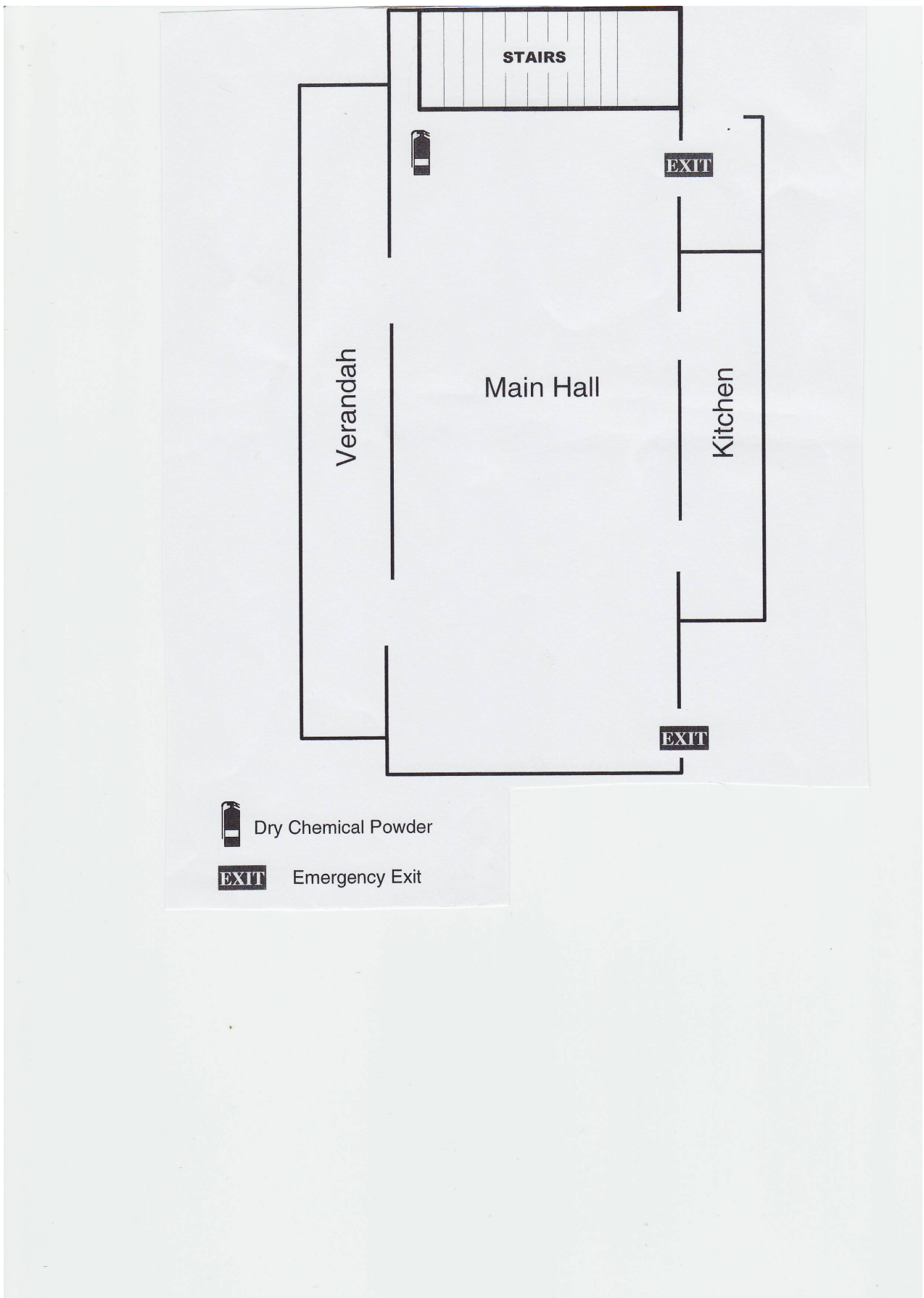
### **Hirers' Responsibility**

In the event you come across a condition or situation which could cause personal injury or damage to property, hirers must report it immediately to the SIRA Hall Manager on 0421 549 370 or email [janebalmain@hotmail.com](mailto:janebalmain@hotmail.com)

### **Emergency Numbers**

Fire, Police, Ambulance	000
Scotland Island Rural Fire Brigade	9999 4404
Water Police	9910 7899 or 0414 162 093

# Emergency Evacuation Plan





## Equipment List

<b>Location</b>	<b>Item Description</b>	<b>Availability</b>	<b>Notes</b>
<b>Kitchen</b>	Refrigerator	✓	
	Microwave	✓	
	Cook top	✓	
	Oven	✓	
	Warming Oven	✓	
	Hot Water Dispenser	✓	
	Dishwasher	✓	
	Crockery	x	Some crockery may be available by arrangement with Scotland Island Players
	Glassware	x	Hirer to provide if kitchen used
	Cutlery	x	Hirer to provide if kitchen used
	Tea towels	✓	Hirer must provide for functions
	Dishwashing Detergent	✓	Hirer must provide for functions
	Chux/other wipes	✓	Hirer must provide for functions
<b>Toilets</b>	Toilet Paper	✓	Hirer must provide for functions
	Soap	✓	Hirer must provide for functions
<b>Main Hall</b>	Chairs (90)	✓	Available on request
	8-seater Tables (10)	✓	Available on request
	Sound System	✓	Additional charges apply
	Projector and Screen	✓	Additional charges apply
	Wifi	✓	Additional charges apply
	Reverse-cycle Air conditioner	✓	