**Hall / Facilities Hire**

The purpose of this Guidance sheet is to provide information on how to hire out halls / facilities.

**Hire agreement**

Before a hall / facility can be hired out a hire agreement must be entered into. This agreement as a minimum must contain the following information: -

**Application**

Information to the hirer on how the application will be handled

**Hire fees / bond**

Both the hire fee and the payment terms must be clearly stated in any hire agreement. It is important that hire fees are set at market rates.

Other related points which should be considered include

* Do hirers need to pay a deposit to secure their booking?
* Do you require hirers to pay a security deposit? And if so, in what circumstances can the security deposit be withheld.

**Cancellation**

The terms of the cancellation must be detailed including when and how much of the fees will be refunded.

**Conditions of the venue**

Ensure that the venue is in good condition, that

* emergency equipment has been tested and current.
* any electrical items tested, tagged and current.
* workplace inspections have been completed at least six (6) monthly.

The hire agreement must include an acknowledgement by the hirer that they will be responsible for any damage.

**Use of the venue**

Detail what the hirer will be entitled to use. Where they can park and what instructions they must adhere to.

**Kitchen Facilities use**

Instructions on use of the kitchen.

**Planned activities or entertainment**

The hirer must submit any planned activities or entertainment for approval prior to the commencement of the activity or entertainment.

**Alcohol**

The hirer must obtain your prior written consent to any alcohol being consumed, provide, or sold at the venue. It is the responsibility of the hirer to obtain the applicable licence.

**Insurance**

Only for those hirers who are income / revenue raising / sporting users only, they must have public liability insurance. Site to check with their insurer if the hirer does not have public liability insurance.

**Vacation of the venue**

Detail what condition the venue must be left in and who the keys etc should be left with.

**Liability**

Only for those hirers who are income / revenue raising / sporting users only, they must release us from and against, any liability arising from or connected with the use of the venue.

Should list who is responsible for what during the hire period.

* personal injury
* property damage
* provisions requiring hirers to comply with polices and directions as to the use of the facility

**General conditions**

Any further information with regards to the hiring of the venue.