

Conditions of Hire

Alcohol

Hirers are required to supply alcohol in bottles or cans only. Please Note: A liquor licence may be required. The hirer is responsible for obtaining a limited licence where necessary.

No alcohol consumption is allowed at KMCC & Torquay Children's Hub

Amplified Music

Amplified music is not to exceed a reasonable level appropriate for the surroundings and local amenity. Under EPA noise guidelines, amplified sound is prohibited after 10pm Sunday to Thursday, and 11pm Friday, Saturday & Public Holidays.

Behaviour

Any person causing an offence against such Regulations, using insulting language or disorderly behaviour must be removed from the building by the **hirer or the nominated person 'in charge'**. Patrons are required to vacate the premises in a quiet and orderly manner, so as not to disturb local residents.

Cancellation

The hirer will forfeit half the total hire fee where booking is cancelled with less than seven (7) days notice unless the facility is re-hired.

Catering

Catering for food is the sole responsibility of the hirer. Some equipment such as crockery and cutlery may be available for use and must be returned to the kitchen after the function in a clean condition.

Child Safe Standards

Surf Coast Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected valued and encouraged to reach their full potential. Surf Coast **Shire Council's policies and procedures support the** implementation of requirements under the Child Wellbeing and Safety Act 2005.

Claims

Council should be notified of any potential claims as soon as possible after the event.

- Email info@surfcoast.vic.gov.au – please quote “Customer Request” in the subject line. Please provide a location and a description of the issue. Include as much information as possible, and attach a photograph if you can; or
- Phone our Customer Service staff on 5261 0600.

Cleaning

Hirer must ensure facility is thoroughly cleaned after use. Refer to checklist below for requirements.

Damage

Damage to floors, walls or any other part of the building or any fitting or furniture must be reported by the hirer within 24 hours and the cost of repairs will be borne by the hirer. You may not use any tape to fix decorations to walls.

Emergency after hours number

After hours contact number for hall emergencies or to report plumbing/electrical faults or vandalism please contact 5261 0600.

Disputes

Disputes arising out of the interpretation of these conditions or any other matter related to the hiring of the facility will be settled by the delegated Council Officer appointed for that facility.

Fees

Payment of all fees including the bond must be made to Surf Coast Sport and Recreation Centre at least seven (7) days prior to the date of hiring (for casual bookings). The bond can only be taken in the form of valid credit card details. If the bond is to be exercised, the hirer will be notified prior to any action being taken. All regular user groups will be invoiced quarterly.

KMCC & Torquay Children's Hub will invoice the user.

Facility manager for all other venues – refer to Surf Coast Shire website.

Gambling

No game of chance or raffles (other than raffles approved by the Attorney General or his Delegate under Section 6 of the Lotteries, Gaming and Betting Act) shall take place in any portion of the building.

Insurance

Regular or commercial hirers are responsible for providing public liability insurance cover as required by Council.

Council's Community Liability Pack is available to casual, ad-hoc and regular hirers of Council owned or controlled facilities where the Hirer does not have their own public liability insurance. Conditions apply – refer to the FAQ Public Liability Insurance.

Keys/swipe cards

Arrangements to pick up and drop off the key/swipe card will be made between Surf Coast Shire managed facility and the applicant. Keys/swipe card can only be picked up 1 day prior to booking (unless otherwise arranged) and must be returned immediately following hire. Failure to return or loss of any Surf Coast Shire managed facility key will incur a charge of \$50.

Obstruction

The hirer shall comply in every respect with Regulations under the Health Act with regard to public buildings for the prevention of over-crowding, obstruction of gangways, passages, corridors, stairs or any other part of the building. The capacity for each facility can be provided upon request from Surfcoast Sport and Recreation Centre.

Refusal to let

Council has the right to refuse to let the Centre or other rooms during the hire period. Council shall have the power, if seen fit, to cancel such letting and direct the return of the bond paid (excluding hiring fee) if the hirers intended use changes and is not consistent with use of a public hall.

Child Safety

Surf Coast Shire is a child safe organisation, and the wellbeing of children and young people will always be our priority. If you are an organisation that provides services / programs to children and young people, you must understand your obligations under the [Child Wellbeing and Safety Act 2005](#) and the [Child Safe Standards](#).

Smoking

Smoking is prohibited in all parts of the facility.

Sub-letting

Sub-letting is not permitted under any circumstances.

Theft or losses

The Committee and Council and its Officers shall not be liable for any thefts or losses incurred by the hirer, his agents or staff during occupancy or for any equipment remaining on the premises after occupancy.

Checklist	
The following must be completed after each function:	
All internal lights and heaters are OFF.	
All doors are LOCKED.	
All floors are swept/vacuumed and mopped including removal of spilt liquids.	
Tables and chairs wiped clean, chairs and tables are stacked and returned to original position.	
All rubbish is removed and placed in the rubbish containers or bags and in bins provided.	
All kitchen is to be left in a clean state with benches wiped down, stove, fridge and sinks cleaned and floors swept and mopped.	
All cleaning equipment is supplied but hirers are asked to bring own dishcloths, tea towels and garbage bags.	
If this is not carried out the cost of doing so will be deducted from the bond.	