

Hiring of Indoor Council Facilities

COUNCIL POLICY NO. 097

1. POLICY SCOPE

This policy applies to indoor Council facilities, made available to hire by the community. Information on hiring outdoor facilities such as parks and reserves is contained within Local Law No. 1 – Community Amenity, available from Council’s website.

2. POLICY

Permission to Hire

Category 1 Facilities	Kerang and Cohuna Memorial Halls (including supper rooms) Cohuna Community Meeting Room (former Cohuna Council Chambers) Sir John Gorton Library Meeting Room Kerang Seniors Hall Barrook Seniors Hall Cohuna Seniors Rooms Quambatook Seniors Hall
Category 2 Facilities	Gannawarra Public Hall Dingwall Hall Koroop Hall Lake Charm Hall Murrabit Hall Myall Hall

Permission to hire Category 1 Facilities shall be granted by the Chief Executive Officer, or delegate, subject to the hirer agreeing to comply with the necessary Conditions of Hire as determined by Council from time to time and detailed in the most current Facility Hire Agreement.

Permission to hire Category 2 Facilities, i.e. Public Halls operated by sub-committees of Council’s Community Halls Community Asset Committee shall be granted by the relevant sub-committee subject to the hirer complying with the necessary Conditions of Hire as determined by Council and the Sub-committee from time to time and detailed in the most current Terms and Conditions of Use.

(Permission to hire other Public Halls within the Gannawarra Shire shall be granted by the individual hall’s Committee of Management.)

Fees and Charges

Fees and charges applicable to the hiring of category 1 and 2 facilities are set by Council as part of the annual budget process and outlined in the fees and charges schedule.

Fees and charges applicable to the hiring of all other Public Halls within the Gannawarra Shire are set by the respective Committees of Management.

Bond

Council charges a bond for alcohol consumption events only, which is held, and will be refunded if the facility is restored to its 'pre hire' condition. In instances where the bond is not refunded in full, every effort will be made to contact the hirer and explain the decision. The amount of the bond is determined by Council as part of the annual budget process.

Public Liability Insurance

Incorporated Bodies – The user, if an Incorporated Body, must provide to the Gannawarra Shire Council a Certificate of Currency that confirms that the Policy has a minimum of \$20,000,000 coverage and is in force for the duration of the use.

Casual Users – To ensure all users have adequate Public Liability Insurance cover, a 'blanket cover with the Gannawarra Shire Council' is in place to protect the interest of casual users who do not have existing cover and who meet certain criteria set by the insurer and Council. This cover is for an amount of \$20,000,000 and will provide liability protection for the user should an action be brought against them for any negligent act during the event relating to the use.

3. POLICY REVIEW

Council will review this policy as required but always within two years after a general election of the Council.

At the time of review, this policy was compliant with the *Victoria Charter of Human Rights and Responsibilities Act 2006*.

4. FURTHER INFORMATION

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna office or online at www.gsc.vic.gov.au.

Any enquiries in relation to this policy should be directed to the Chief Executive Officer on (03) 5450 9333.

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