

Woodville Town Hall - Conditions of Hire



Thank you for booking the Woodville Town Hall. Our aim is to provide you with outstanding service to ensure your event is as successful as possible and your hire is a smooth and enjoyable experience.

To assist us, please read the following Conditions of Hire carefully and in full. Please note the responsibilities of the hirer. If you have any questions, contact the Venue Coordinator on 8408 1111 or woodvilletownhall@charlessturt.sa.gov.au

Any breach of these conditions may result in hire rejection or cancellation, and/or loss of deposit/bond, and/or additional costs levied against the hirer.

Conditions of Hire

1. Venue Hire

- 1.1. The Woodville Town Hall is owned and operated by the City of Charles Sturt.
- 1.2. The hirer agrees to follow and comply with all reasonable requests of Woodville Town Hall staff in relation to venue hire and activities held on Council premises.

Spaces

- 1.3. The Venue consists of the following spaces:
 - 1.3.1. Main Hall;
 - 1.3.2. Murree Smith Hall; and
 - 1.3.3. Foyer.
- 1.4. Hire may be made of the Main Hall and/or the Murree Smith Hall.
- 1.5. Hire of the Main Hall includes Dress Circle, Kitchen, Stage, Dressing room, and Bar.
- 1.6. The Foyer is a shared space and cannot be hired out exclusively.
- 1.7. The Foyer includes the carpeted foyer, tiled lobby, ticket booths, and bathrooms.
- 1.8. The hirer acknowledges that, unless they have booked both halls, another hirer may be sharing the venue and as such there may be transfer of sound between the spaces.

Booking Process

- 1.9. Tentative bookings can be held for up to two weeks.
- 1.10. Bookings are confirmed when The Hirer has:
 - 1.10.1. Completed and returned a Venue Booking Form; and
 - 1.10.2. Paid a non-refundable deposit of \$300.00 (if required).
- 1.11. The Hirer must complete and return all documentation as required by The Venue by 8 weeks prior to hire (6 weeks for Murree Smith Hall Weekend Hires Only), including but not limited to:
 - 1.11.1. Confirmation Form;
 - 1.11.2. Risk Management Plan (if required);
 - 1.11.3. Public Liability Insurance Certificate (if required); and
 - 1.11.4. Proof of eligibility for community rate (if required).

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www.woodvilletownhall.com.au

Owned and operated by the City of Charles Sturt

- 1.12. Bookings made less than 10 weeks prior to the event date must provide a completed Confirmation Form at the time of booking.
- 1.13. No bookings will be accepted less than 8 weeks prior to hire (with the exception of Murree Smith Hall Weekend Hires which will be accepted up until 6 weeks prior to hire).
- 1.14. Hire of the Murree Smith Hall on a Friday, Saturday, or Sunday will not be guaranteed by the Venue until 8 weeks prior to hire, subject to larger bookings. Once confirmed, full documentation will be required by 6 weeks prior to hire.
- 1.15. The venue reserves the right to make exceptions to the booking process.
- 1.16. In the event that The Hirer fails to provide all and complete documentation and payments to The Venue by the required dates, The Venue reserves the right to cancel the hire. In such circumstances no refund will be provided and The Venue may seek outstanding costs from The Hirer.

2. Rates

Hire Fees

- 2.1. Hire fees & charges are subject to variation and will be those current at the first date of the hire according to the City of Charles Sturt Fees & Charges Register.
- 2.2. The hire fee and bond money must be paid in full at least 14 business days prior to the first date of hire.
- 2.3. Hires cannot be made less than 8 weeks prior to the first date of hire (except for weekend bookings of Murree Smith Hall only which must be made between 8 and 6 weeks prior to hire).

Hire Inclusions

- 2.4. Hire Rates include:
 - 2.4.1. A standard clean as detailed in clause 14.
 - 2.4.2. A venue supervisor as detailed in clause 19.
 - 2.4.3. Set up and pack down as detailed in clause 25.

Deposit

- 2.5. A non-refundable deposit of \$300.00 must be paid in order to secure a booking.
- 2.6. The deposit can be paid at the City of Charles Sturt Civic Centre Front Counter using cash, cheque, or EFTPOS. Alternatively, the deposit may be paid using credit card by phone to the Town Hall Business Coordinator.
- 2.7. No invoice is provided for the deposit, but a receipt can be provided upon request.
- 2.8. The deposit will be deducted from the hire fee.
- 2.9. If the deposit is not received within 10 business days of the initial booking being made, the reservation may be cancelled without further notice.
- 2.10. A deposit is not required for bookings of the Murree Smith Hall only on a Friday, Saturday, or Sunday.
- 2.11. The Venue may not require a deposit for hires with minimal hire fees. In this instance the venue may issue an invoice for the full hire fee and require it to be paid in order to secure a booking.

Bond

- 2.12. A bond will be required from the hirer of the venue prior to each function.
- 2.13. The venue may vary the bond depending on function.
- 2.14. The bond will be refunded within 14 days post the end of the hire period if not required to cover excess cleaning or repair costs, no damage has occurred, nor any breaches made to the Conditions of Hire.
- 2.15. The Venue will complete a Venue Inspection Sheet at the beginning and end of the hire to assist with assessing eligibility for return of bond.
- 2.16. Where there is a dispute over the hirer's eligibility for return of bond, the Venue will have the final say.

3. Risk Management

Hazards

- 3.1. The venue is responsible for the correct and safe upkeep of the premises and venue-owned furniture and equipment.
- 3.2. The hirer is responsible for reporting any identified venue hazards immediately to venue staff.
- 3.3. The hirer is responsible for managing all hazards during and as a result of their hire including but not limited to those relating to audience, electrical and other equipment, catering, alcohol, security, performance, activities, and first aid.
- 3.4. The hirer is responsible for identifying, preventing, and/or responding to any hazards associated with their event or activities inside the venue.
- 3.5. The hirer can seek assistance from SafeWork SA to complete their Risk Management Assessment prior to their event.
- 3.6. A Risk Management Plan may be required to be completed before your event.

Public Liability Insurance

- 3.7. The hirer is required to provide the City of Charles Sturt with proof of their Public Liability Insurance of 20 million dollars.
- 3.8. The only exceptions to clause 3.7 above are one-off events by private hirers, i.e. for weddings, engagements, or birthday parties.

Fires and Extinguishers

- 3.9. To minimise risk of fire, any open flames including small candles, must only be used under the following conditions:
- 3.10. Open flame is:
 - secured so not likely to fall over;
 - kept away from flammable items (eg curtains, table cloths);
 - kept away from public thoroughfares, children, and active dance or other performances that may knock them over; and
 - always supervised and never left in a room unattended.
- 3.11. Fire extinguishers are provided for use in emergency situations only and are regularly tested and tagged.
- 3.12. If any fire extinguisher has been released or tags broken or removed, the hirer will be charged for the cost of refilling, retesting and tagging the units.

Movement and Egress

- 3.13. There must be sufficient room for movement of audiences, including people using wheelchairs and other mobility supports:
 - 3.13.1. between rooms;
 - 3.13.2. through doors and emergency exits; and
 - 3.13.3. to bathrooms and other key access points.
- 3.14. Emergency exits are to be used for emergencies only and not as a thoroughfare.
- 3.15. Emergency exits must be accessible at all times and must not have items in front which will block people's ability to use them.
- 3.16. The misuse of emergency exits may result in a security callout fee of up to \$250 which will be deducted from the bond or charged to the hirer. It may also set off an alarm which the hirer cannot stop until the venue supervisor gets to the door to switch it off, which may cause significant interruptions to your event.

Evacuation procedures

- 3.17. The Venue is equipped with all necessary standard emergency equipment and evacuation signage for the venue.
- 3.18. The hirer is responsible for providing additional equipment as required for risk management, where the hirer is bringing in or creating additional risks of fire or other potential emergencies.
- 3.19. The Hirer should make itself and all staff and performers aware of emergency exits, assembly points, and fire-fighting equipment.
- 3.20. During Business Hours, the City of Charles Sturt will provide fire wardens who will attend the venue and assist with evacuation if required.
- 3.21. Outside of Business Hours, the venue supervisor will be the head fire warden and the hirer must follow all instructions with relation to an emergency or evacuation.
- 3.22. The Hirer should appoint its own fire wardens and make them known to venue staff to assist in the case of an emergency evacuation.

First Aid

- 3.23. A wall-mounted first aid kit is available in the kitchen.
- 3.24. The hirer is responsible for ensuring adequate first aid is available during their hire.

Non-invited guests

- 3.25. If an uninvited guest enters the hired space during a ticketed/private event, it is the responsibility of the hirer to manage this situation for example by asking the person/s to leave if it is safe to do so.
- 3.26. In the event that the hirer is unable to resolve the situation, they may report their concerns to the venue supervisor or security if present for support or report to Police if they deem an immediate threat to people or property.
- 3.27. The hirer is responsible for identifying any further actions, for example whether they want the doors closed for their event.

Production and Stage Use

- 3.28. It is the hirer's responsibility to assess and manage any risks involved with their event including in relation to stage access, audio-visual equipment, and any other production elements.
- 3.29. In the event that the hirer has booked the services of the Venue Production Team, being Amplify This 200 Productions, the hirer should consult with the team in the lead up to and during their event in relation to any potential risks and consider recommendations provided by the production team to minimise risk.

4. Capacities

- 4.1. The venue must not exceed capacity (including staff, hirers, guests, performers, audiences, VIPs, and any other people) in any area at any one time being:
 - 4.1.1. Main Hall – Stage 100
 - 4.1.2. Main Hall – Ground Floor 418
 - 4.1.3. Main Hall – Dress Circle 482
 - 4.1.4. Main Hall - Dressing Room 12
 - 4.1.5. Murree Smith Hall 100
 - 4.1.6. Foyer 185
- 4.2. In the event that a space becomes over capacity, the hirer must immediately request people to leave the space/premises and ensure this risk is managed as a priority matter.

5. Sub-Letting

5.1. Sub-letting of the Woodville Town Hall or any part thereof is prohibited.

6. Cancellations

- 6.1. Cancellations of bookings must be given in writing not less than 28 days prior to the first date of hire, otherwise unpaid fees will still apply.
- 6.2. The City of Charles Sturt maintains the right to refuse a booking for any reason and in particular if they deem the activity:
- 6.2.1. is likely to cause damage to the premises;
 - 6.2.2. is likely to cause nuisance to neighbouring residents or commercial properties;
 - 6.2.3. poses a high-risk safety of any persons; and/or
 - 6.2.4. poses a high-risk of reputation of the City of Charles Sturt and/or the Woodville Town Hall.
- 6.3. No reason is required to be provided for the rejection of a hire.

7. Noise and Nuisance Management

Hours of Operation

7.1. All functions and events must conclude by the time specified on the Venue Booking Form or as agreed in writing and in line with restrictions detailed in the following table unless an exemption has been granted in writing by the Council in advance:

	Event concludes	Audience/Guests have left premises	Organisers pack up /bump out
Sunday – Thursday (inclusive)	11pm	Midnight	2am
Friday – Saturday (inclusive)	Midnight	12.30am	No noise outside eg emptying glass into bins after 11am

Noise Levels

- 7.2. The volume of music must be controlled in the interests of the nearby residents.
- 7.3. The volume of music played shall be no greater than 8dB above the level of background noise in any octave band of the sound spectrum Source unless an exemption has been granted in writing by the Council in advance.
- 7.4. External doors and windows leading to Kemp Street and the rear of the building must be kept closed during any live or recorded music or entertainment between 9pm and 9am.
- 7.5. Speakers must not be located facing doors or windows on Kemp Street or at the rear of the building.
- 7.6. Hirers must discourage artists, staff and audience from hanging around the loading/bin dock or outside the Dressing Room/Stage Door between the hours of 9pm and 9am.
- 7.7. Excessive noise will result in the loss of bond money.

General Nuisance

- 7.8. The Hirer must be considerate of local residents and take all reasonable measures to minimise local nuisance on potentially affected persons.
- 7.9. The hirer should check the perimeter of the premises near the end of their hire and quietly remove or wash off any excessive waste as a result of the hirer's activities where possible.
- 7.10. Anyone smoking outside the venue as a result of the hire must be monitored and asked to leave some space on footpath free for people to walk in and out of building and along footpath without breathing in smoke.

8. Deliveries and Storage

- 8.1. Any deliveries, storage, and/or collection of materials outside of your hire time must be arranged at least 48 hours in advance of the hire with the Town Hall Business Coordinator.
- 8.2. It is the responsibility of the hirer to meet all third parties on the day/s of hire.
- 8.3. All materials left on the premises are done so at the sole risk of the hirer and the City of Charles Sturt cannot be held liable for its safety or security.
- 8.4. Materials not removed at the conclusion of the hire period (or subsequent time as agreed in writing with the Town Hall Business Coordinator) may be disposed of at the discretion of the City of Charles Sturt.

9. Audio and Visual System and Electronic Equipment

- 9.1. The audio system in the Main Hall works on two different modes, presentation and concert modes.

Presentation Mode

- 9.2. may be operated by the hirer.
- 9.3. includes access to:
 - two hand held microphones
 - basic lighting
 - projection to the screen at the rear of the stage only
- 9.4. requires the hirer to supply their own laptop and HDMI cord to play music or project images.

Concert Mode

- 9.5. includes access to the full audio-visual system (refer to Woodville Town Hall – Technical Specifications for full listing of Audio-Visual equipment).
- 9.6. requires a Woodville Town Hall Technician to operate the system. Technicians must be booked for a minimum of 3 hours and paid for in advance (quote available on request).
- 9.7. The technician is required to work a minimum of one hour prior and an hour after your function for setup and pack up purposes.

Additional Equipment

- 9.8. Any additional equipment required is the responsibility of the hirer and may be hired through the Woodville Town Hall Production Service provider.
- 9.9. All electrical equipment brought into the Woodville Town Hall must be tagged and tested.
- 9.10. No equipment may be plugged into our system, unless done so by Woodville Town Hall Production Staff.
- 9.11. Untagged items are not allowed to be used due to safety reasons, in this event Council will not be held liable.

10. Damages

- 10.1. Hirers will be required to pay for any property and equipment that is damaged, lost or stolen as a result of your hire and agrees to indemnify the City of Charles Sturt against all proper costs, charges and expenses in respect thereof.
- 10.2. Possible costs deductible from your Bond prior to refund include but are not limited to:

Item	Penalty
Damage to the structure of the building	Cost of repair
Damage to Electrical equipment	Fee for report or replacement
Damage to tables, chairs, doors, locks or equipment	Cost of repair and replacement

Damage to floors including dragging of tables and chairs across the floor	Cost of repair
Extra Cleaning (additional cleaning that may include, but is not limited to leftover rubbish or mess, stained carpets, broken glass, stove/oven/bar area/fridge not clean, counters not wiped)	Cost of additional cleaning services
Doors not secured on vacating premises	Penalties dependant on costs caused by any intruder or security call out

10.3. If damages exceed the bond, you will be liable for any extra costs incurred.

11. Advertising

11.1. No advertising is permitted on or in any part of the building and its surrounds without prior approval from City of Charles Sturt.

12. Licences

Liquor Licence

12.1. The Woodville Town Hall is not a licenced venue.

12.2. It is the responsibility of the hirer to ascertain whether a liquor licence is required for their event at the Woodville Town Hall and, if so, to apply for and obtain the relevant Limited Licence.

12.3. Limited Licences are available from Consumer and Business Services.

12.4. The hirer must take the licence to the function.

One Music Licencing (formerly APRA and PPCA)

12.5. Any public event which plays music (whether recorded or performed live) must have an appropriate One Music licence in place prior to the event. (refer to <https://onemusic.com.au/> for more information).

12.6. The Woodville Town Hall has a 3rd party licence which covers music for small events in the venue.

12.7. The Hirer is required to apply directly to One Music for a casual permit licence when:

12.7.1. The Hirer is putting on a free event in the Woodville Town Hall but spending more than \$50,000 on performances;

12.7.2. The Hirer is putting on a ticketed event in the Woodville Town Hall where the ticket price is more than \$40; or

12.7.3. The Hirer is putting on a ticketed event where the ticket price is less than \$40 but the expenditure is over \$4000.

If you are unsure, please contact One Music to enquire.

12.8. It is the sole responsibility of the hirer to obtain any relevant licences for the screening of movies in the Woodville Town Hall.

Other

12.9. It is the responsibility of the hirer to obtain any other licences and permits required for their activities in the Woodville Town Hall.

13. Security

- 13.1. The City of Charles Sturt reserves the right to have a staff member present at all events in the Woodville Town Hall. The hirer will not be charged an additional fee for this unless specified in the Fees & Charges Register.
- 13.2. The City of Charles Sturt reserves the right to require security to be present (at the cost of the hirer) where the Venue deems the event/hire to be of high risk.

14. Cleaning

- 14.1. The standard clean included in the hire fee includes:
 - 14.1.1. standard clean of public bathrooms and dressing room;
 - 14.1.2. sweep and mop of all non-carpeted floors used;
 - 14.1.3. vacuum of carpeted areas used (foyer, dress circle, stairs to stage); and
 - 14.1.4. rubbish removal from internal bins into external bins only.
- 14.2. The standard clean included in the hire fee will take place after the hirer's event and not during.
- 14.3. Cleaning required between shows or during the hire is the responsibility of the hirer.
- 14.4. It is the Hirer's responsibility to ensure the bar and kitchen and all equipment (including urns, dishwasher, oven, stove, sinks, fridges, and pie warmers) are left empty and clean.
- 14.5. Extra Cleaning fees will apply if the following is present at the conclusion of the hire: excess rubbish or mess, stained carpets or floors, broken glass/dangerous goods, stove/oven/bar/fridges/pie-warmers/etc. not clean, counters not wiped, and/or anything that requires cleaning in addition to the standard venue clean.
- 14.6. It is the hirer's responsibility to ensure all belongings and items brought into the venue are removed before the conclusion of their hire. The venue does not guarantee the retention or safety of anything left on the premises.

15. Decorations

- 15.1. Hirers intending to use any decorations or signage on stage, walls, floors or fixtures of the venue, must contact the Town Hall Business Coordinator for approval.
- 15.2. Adhesive tape, pins or nails must not be used on the walls.
- 15.3. Decorations must be removed before vacating the premises.
- 15.4. Helium balloons must be weighted prior to being taken into the Main Hall.
- 15.5. Ladders are not permitted to be stored or left at the venue.

16. Provisions

- 16.1. Hirers must supply their own crockery, cutlery, glassware, tea towels, dishcloths, table clothes, detergent for hand washing, and all other consumable materials required.
- 16.2. Hirers must supply their own power boards and extension cords should these be required.
- 16.3. All electrical equipment must be tagged and tested by a qualified technician prior to being brought on site.
- 16.4. The venue supplies tables, chairs, and detergent for the dishwasher only.
- 16.5. No plastic straws are permitted to be used at Woodville Town Hall.

17. Ticketing

- 17.1. Where applicable, the hirer will admit a carer free of charge to an event when that carer is accompanying a holder of a Companion Card and is there to assist the holder of the Companion Card to participate (the carer is admitted free to assist, not to participate themselves).

18. Venue Access and Staff

- 18.1. No keys are provided to hirers for access to the venue.
- 18.2. A Venue Supervisor will meet you at your agreed time to provide you with access to the venue and will remain present for the duration of your hire.
- 18.3. Hirers are required to follow all reasonable directions and requests of the Venue Supervisor.
- 18.4. Additional Venue staff including Front of House/Ushers, Box Office Attendants, Bar Staff, Security, and Production Staff are available to hirers (quote available on request).
- 18.5. Hirers should not request venue staff to take on any additional roles, other than that which they were booked for, without consulting with the Venue Supervisor in the first instance.

19. Smoking and Smoke Machines

- 19.1. Smoking is not permitted in any City of Charles Sturt building. This is in accordance with City of Charles Sturt's Occupational Health and Safety Policy.
- 19.2. Cigarette butts must not be left on the floor or on surrounding footpaths of the building. Failure to clean up may result in additional fees being charged.
- 19.3. Anyone smoking outside the venue as a result of the hire must be monitored and asked to leave some space on footpath free for people to walk in and out of building and along footpath without breathing in smoke.
- 19.4. Smoke machines are not permitted in any of the City of Charles Sturt buildings.
- 19.5. Dry ice and Haze Machines are permitted to be used in Woodville Town Hall.

20. Food and Catering

- 20.1. No food is to be cooked on a barbecue or any kind of open cooking device either inside or outside of the building, including the landscaped areas, without prior approval from the City of Charles Sturt.
- 20.2. The consumption of food or beverages and the provision and playing of music or entertainment shall be restricted to inside the building.
- 20.3. A permit is required to be obtained in advance from City of Charles Sturt if food vendors plan to operate on the street, e.g. a food truck on Kemp Street.
- 20.4. No permit is required for selling food inside the venue during hire period.
- 20.5. If food is being provided to guests at an event through an independent food business (eg caterer), the hirer is required to provide the details of the business name, contact phone number and the council name in which the food business is notified. This can be advised in the Confirmation Form.
- 20.6. In accordance with the Food Act, all food businesses are required to notify the council in which they are based.
- 20.7. Where food is being sold at an event by multiple food businesses, the hirer is required to complete the City of Charles Sturt Food Notification for Event Coordinators Form, available on the City of Charles Sturt website.
- 20.8. Where food is not being sold (eg a private party) a Notification Form is not required.
- 20.9. Where food is being sold (even if it is a members only event/ticket holder's event or homemade food eg for a school fundraiser) then a Notification Form is required.
- 20.10. Anyone selling food must have ingredients of products listed on packaging or available at the point of sale.
- 20.11. Free online food safety training is available on the City of Charles Sturt Website
- 20.12. The hirer is responsible for arranging a liquor licence if required as per clause 12.

21. Electrical Equipment

- 21.1. Organisers requesting access to electricity in Council halls, have a duty to ensure so far as reasonably practicable, that all electrical equipment and installations are without risk to health and safety of persons.
- 21.2. Any ancillary equipment used at your function (e.g. bain-maries, projectors, additional lighting, etc.) will need to be tested and tagged by a qualified electrician prior to use in the Woodville Town Hall. For further information on what this means, please refer to the Managing Risk in the Workplace Code of Practice available at www.safework.sa.gov.au.

22. Amusement Rides / Jumping Castles / Petting Zoo's / Hardballs

- 22.1. The above items are not permitted in the venue without written permission of Council.

23. Floor Load

- 23.1. The working floor load in the Woodville Town Hall is 4.9 KN.
- 23.2. Any equipment brought in that is heavier than 4.9 KN will be required to spread the load in accordance with structural engineering specifications.

24. Set Up of Venue

- 24.1. Set up of tables and chairs (e.g. in theatre or cabaret style) is provided by the venue as part of the hire.
- 24.2. Any additional furniture set up or changes to the agreed set up remains the responsibility of the hirer.
- 24.3. Please ensure you do not drag chairs or trestle tables across the floors. Council has provided trolleys for the moving of these to avoid damage and marks on the floors. Extra fees will apply if damage or marks occur and will be withheld from your bond.

25. Third Parties

- 25.1. The hirer is responsible to ensure all third parties are aware of and adhere to the Woodville Town Hall Conditions of Hire.

26. Special Conditions

- 26.1. The City of Charles Sturt may at any time impose special conditions on the hirer in addition to the standard Conditions of Hire. In this instance, the hirer shall be notified in writing prior to the function.
- 26.2. The Hirer agrees to indemnify and to keep indemnified the Venue and the City of Charles Sturt, their employees and/or agents against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against any of them arising out of or in relation to any activities arising out of breach of any condition of hire.