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TOWN HALL BOOKING FORM

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Website: www.yorke.sa.gov.au
Responsible Officer: DDS
Issue Date: 19/06/2020
Next Review Date: August 2020

THIS FORM HAS BEEN MODIFIED TO APPLY WITH CURRENT COVID 19 RESTRICTIONS. IT IS THE HIRER'S RESPONSIBILITY TO READ AND COMPLY WITH THE CONDITIONS OF HIRE ON THIS FORM.

Type of Function			
Name of Hirer:			
Contact Person:			
Telephone No.			
Mailing Address			
Dates Required:			
Duration of Function:	From:	am/pm	To am/pm
Earliest & Latest Times	From	am/pm	To am/pm
Number of Attendees			
Have you completed a COVID Safe Plan and submitted to Council?	YES / NO		
Have you completed the Risk Assessment form and submitted to Council?	YES / NO		
Have you prepared a Contact Tracing Record Attendance sheet to keep contact details of all who attend your function/gathering? *You must supply a copy to Council at the conclusion of your event.	YES / NO		
I acknowledge that due to COVID-19 restrictions food and beverage cannot be served in the town hall.	Acknowledged by hirer <input type="checkbox"/>		

DUE TO COVID-19 RESTRICTIONS LIMITED ROOMS and HALLS ARE AVAILABLE FOR HIRE

<input type="checkbox"/> Ardrossan	<input type="checkbox"/> Maitland	<input type="checkbox"/> Minlaton	<input type="checkbox"/> Yorketown	<input type="checkbox"/> Wareoka
<input type="checkbox"/> Main Hall	<input type="checkbox"/> Ballroom	<input type="checkbox"/> Main Hall	<input type="checkbox"/> Main Hall	<input type="checkbox"/> Main Hall
<input type="checkbox"/> Small Hall	<input type="checkbox"/> Mayors Parlour	<input type="checkbox"/> Chamber	<input type="checkbox"/> Supper Room	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Supper Room Kitchen	<input type="checkbox"/> Supper Room
	<input type="checkbox"/> Supper Room		<input type="checkbox"/> Chamber	<input type="checkbox"/> RSL Hall
	<input type="checkbox"/> Kitchen		<input type="checkbox"/> Small Kitchen/Servery facility*	
	<input type="checkbox"/> Bar		<input type="checkbox"/> 3 Phase Power*	
	<input type="checkbox"/> Grand Piano *		<input type="checkbox"/> Trestles / Tables*	
	<input type="checkbox"/> Stage Lighting *		<input type="checkbox"/> Chairs*	
			<input type="checkbox"/> Linen/Crockery/Glassware*	
	<input type="checkbox"/> *Music & Arts Club		<input type="checkbox"/> Table Cloths (fitted)*	
			<input type="checkbox"/> *Denotes Charge	

Hire rates can be found within the fees and charges register. It is the responsibility of the user to arrange for the hire of any additional items required.

I have read, and agree to comply with, the Yorke Peninsula Council Conditions of Hire including the **completion and submission of my COVID Safe Plan and the Risk Assessment form.**

Signature:

Date:

OFFICE USE ONLY		
Special Events Permit Required YES/NO		
Entered in Town Hall Register <input type="checkbox"/>	Entered in Bonds Register <input type="checkbox"/>	Copy of Certificate of Currency received <input type="checkbox"/>
Entered in COVID Safe Plan <input type="checkbox"/>	Risk Assessment Register <input type="checkbox"/>	Received Contract Tracing Record Attendance Sheet <input type="checkbox"/>
Bond Paid (hall bond) <input type="checkbox"/>	Amount Paid:	Receipt No.:
Bond Paid (key bond) <input type="checkbox"/>	Amount Paid:	Receipt No.:
Hire Fees Paid <input type="checkbox"/>	Amount Paid:	Receipt No.:
Officer:	Date:	

CONDITIONS OF HIRE

1. The Chief Executive Officer or an authorised officer has the Right to Refuse any application for the hiring of any Hall within the Yorke Peninsula Council and associated facilities.
2. The hirer, in paying the prescribed fee, will be covered by a general public and products liability insurance policy, if they meet the criteria in Council's insurance cover. The hirer, if not covered by Council's insurance, shall take out and keep current during the period of the hire, a public and products liability insurance policy for a minimum sum of \$10,000,000 insuring against all actions, costs, claims, damages or charges and expenses which may be brought or made or claimed against the hirer arising out of the hire of the premises. A **certificate of currency** shall be provided to Council.
3. The hirer agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the hiring of the premises.
4. The hirer and the signatory must be eighteen (18) years of age or over.
5. It is the hirer's responsibility to ensure that the premises are suitable for the purpose that it is being hired for, including access and amenities. Council is unable to guarantee the sole use of these appliances to hirers and this must be taken into account when determining if the premises are suitable.
6. Due to COVID-19 restrictions alcoholic beverages are not to be served in the Hall. The hirer will be responsible for any loss or breakage of inventory items.
7. All electrical lights and appliances must be switched off on vacating the Hall. A 10% surcharge will be added to the hire fee if the Caretaker reports that lights and/or power were left on.
8. The Council accepts no responsibility in any way for any property or equipment of the hirer or any persons attending any function in the Hall.
9. The Hirer will be responsible for any damage to the Town Hall building, furnishings or equipment which is attributed during the hire period.
10. Council requires a bond of \$200 to be paid prior to the use of the Hall which encompasses the following activities and a further \$50 key bond charge may also apply.
 - a. Performing Arts
 - b. Concerts
 - c. Balls and Dances
 - d. Cinema Shows
 - e. Discos
 - f. Conventions
 - g. Weddings
 - h. Cabarets
 - i. Any function serving alcoholic beverages
 - j. Parties
 - k. Sporting and Fitness/Wellbeing

The bond is applied to additional cleaning and damages that may result from the hire of any portion of the Hall.

11. COVID-19 Conditions of Use and Responsibilities of the Hirer

A COVID Safe Plan must be completed by the Hirer and displayed in the room hired. Visit <https://www.covid-19.sa.gov.au/recovery/create-a-covid-safe-plan> to complete your plan. The Hirer is also required to complete the Risk Assessment form which attached to this Town Hall Booking form. A copy of the Risk Assessment and the COVID Safe plan **must** be submitted to Council prior to using the hall.

It is also a requirement that the Hirer has in place a Contact Tracing Record – Attendance of Public Activities document, recording all the names and contact details of all who attend the function or gathering. Visit <http://www.sa.gov.au/> to download the Contact Tracing document. A copy of Contact Tracing Attendance of Public Activities **must** be submitted to Council after the Hirer's event.

It is a condition of hire, that the Hirer supplies hand sanitising products and wipes for personal use and is solely responsible for disinfecting and cleaning all surfaces and furniture used within the premises. If cleaning is not undertaken, additional cleaning costs **will** be charged to the hirer.

The use of the kitchen and bar facilities are strictly unavailable for use.

12. Place of Entertainment Act

Hirers are personally responsible for the carrying out of the provisions of the Places of Public Entertainment Act 1913, as amended, and all regulations made under such Act, and must accept full responsibility for the safety of the public in the event of fire during the period covered by their engagement. At all times the exit doors must be unlocked and the aisles and passageways kept clear noise.

Hirers shall ensure that no noise is emitted, caused, or made that causes nuisance to any member of the public and in any case ensure that noise level does not exceed 83 decibels when measured at any place within the Town Hall complex.

13. Gas Heaters/Candles

Gas Heaters and candles are able to be used, however a risk assessment needs to be carried out prior to the function and operation of the heater to determine:-

- a. what risk is associated with the heater or candles falling over or being knocked over and
- b. is there adequate ventilation

14. Smoke Machines

Smoke machines will not be permitted within the Town Hall complex

15. Fire Detection System

The fire detection system shall NOT be isolated due to insurance issues. (Yorketown Only)

16. Cleaning

16.1 The Town Hall complex is to be left in the same condition by the hirer as it was at the time of hiring.

16.2 The Town Hall complex is to be left in a clean condition and all debris, decorations, empty bottles, food scraps etc, must be removed by the hirer immediately after the function. Bins for disposal of refuse and some cleaning equipment may be made available within the complex. Hirers must ensure that only correctly treated recyclables are placed within yellow-lid recycling bins (if provided). Should the Hirer fail to comply with this condition the Chief Executive Officer may employ the necessary labour to ensure compliance in this regard and recover all costs of this action from the hirer.

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- 16.3 It is a condition of hire that all furniture and/or equipment used by the Hirer will be suitably stacked and/or stored away at the conclusion of the function.
17. The "EXIT" lights must be turned on for all functions within the Hall.
18. LOCKING UP – All outside doors and windows must be securely locked after every function. The Hirer concerned will be held responsible for any thefts or damage caused by unauthorised persons gaining access to the hall because it was not fully locked after a function.
19. No reduction or variation of charge will be made if all facilities available with any hiring are not used.
20. No reduction or variation of charges will be made if the hirer carries out any works or setting up or cleaning which are considered part of the Council's responsibility.

BOOKING PROCEDURE

1. All bookings must be made through the Council. Telephone bookings will be accepted, however, unless a completed application, COVID-19 Safe Plan and Risk Assessment form is returned within 7 days, the booking will not be considered firm.
2. All fees are payable at least 7 days prior to the required date, unless special arrangements have been made with the Council.
3. Keys can be obtained from the Council on the last working day prior to the required day of hire, and must be returned by 12 noon the next working day.
4. Cancellations with less than 48 hours notice will result in fees paid being forfeited.
5. If the Hirer is using the hall for the purpose of operating a Sporting and Fitness/Wellbeing business and or conducting classes of this nature, refer to the Councils Fees and Charges register for the hourly fee charge. Upon booking the facility, the Hirer must pay for their nominated dates. If the Hirer chooses to cancel their bookings, refunds will not be given – unless at Councils discretion.

Compliance with Laws

1. The Hirer and any persons using the Town Hall Complex pursuant to the hiring, shall conform to the requirements of the *Work Health and Safety Act 2012 (SA)* and all other State and Federal Acts, regulations and By-Laws that are pertinent to the hiring of the Complex. The Hirer shall be liable for any breach of any such Acts, By-Laws or regulations.
2. The Hirer must comply with any child protection legislation that imposes checks and restrictions on child-related employment. The Hirer must have established a child protection policy in relation to this agreement for hire, and must advise Council of any allegation related to a child protection policy as soon as possible after the allegation is made.
3. When the Hirer (or its employees, agents and contractors) uses a Town Hall Complex it must:
 - a. keep the Town Hall Complex in good and safe condition so that it does not present a risk to the health and safety of any person or a risk to the environment including the storage of any equipment is done so in a safe manner, not obstructing any egress within the Complex;
 - b. comply with laws relating to work health and safety and the environments including but not limited to:
 - i. complying with the Work Health and Safety Act 2012 (SA) and related regulations (“WHS Legislation”);
 - ii. ensuring that all contractors, subcontractors, consultants and all persons for whom the Hirer is responsible or over whom the Hirer is capable of exercising control, comply with their respective obligations under Work Health Safety (WHS) Legislation;
 - iii. comply with all reasonable direction of Council given following a perceived breach of WHS Legislation;
 - iv. not doing anything or failing to do anything that would cause Council to be in breach of WHS Legislation;
 - v. conducting relevant risk assessments for the activities planned and arranging controls pertaining to those risks to ensure that where risk and hazards cannot be eliminated, the risks and hazards are adequately controlled;
 - vi. arranging appropriate first aid services/supplies for all persons involved in, or associated with, the booked Activity; and
 - vii. provide appropriate training and supervision to all persons employed or engaged but the Hirer in the Town Hall Complex.
4. It is the Hirers responsibility to ensure appropriate licenses and permissions are obtained for screening movies/cinema use.

Fitness for Hiring Purposes

1. The Hirer agrees that they are satisfied the Facilities are fit for the hiring purpose, and acknowledges that the Council does not warrant that the Facilities are fit for the Hiring Purposes. Council acknowledges its obligation to meet statutory requirements in providing facilities to the hirer.
2. Council, at its sole discretion and without notice shall retain the right to close or withdraw a venue area (or part thereof) from use. This decision is final and not negotiable. The decision to close a venue, or part thereof, shall be based on, but not limited to, the following:
 - a. the potential for hirer injury;
 - b. the activities being undertaken and the potential for damage to the Complex;
 - c. the weather forecast;
 - d. the condition of the venue when inspected.
3. Council will endeavour to inform hirers of any venue, or part thereof, closure as soon as is practicable to do so.
4. Any Hirer found using a venue, or area of a venue that has been closed or withdrawn from use may be held liable for any costs associated with the repair of any damage to the venue as a result of such use. In addition any current or future hire agreements with a hirer (that ignores advice that a venue is closed) may, at Councils sole discretion be terminated, refused or have additional levies applied.
 - a. A refund for fees paid may be issued if the venue or part thereof are closed or withdrawn from use depending on the individual circumstances surrounding the closure. The applicability and extent of such a refund will be at Councils sole discretion. Council will not otherwise be liable for any loss costs and expenses incurred by the Hirer if the venue is closed or withdrawn from use under this clause.
5. If the Hirer is using the hall for the purpose of operating a Sporting and Fitness/Wellbeing business and or conducting classes of this nature, refer to the Councils Fees and Charges register for the hourly fee charge. Upon booking the facility, the Hirer must pay for their nominated dates. If the Hirer chooses to cancel their booking, refunds will not be given – unless at Councils discretion.
6. In the event of an emergency the Hirer is responsible for following the correct evacuation procedures. The Hirer will incur any costs associated with any emergency call out that is a result or a consequence of their actions or situation.

TOWN HALL BOOKING RISK ASSESSMENT TEMPLATE

1.1 Risk Assessment

No matter the nature of your town hall booking, there will be risks/ hazards associated with the activities that you undertake. It is the responsibility of the Hirer of the Hall, to identify and manage these risks (i.e. have a Risk Management Plan in place).

1.2 Why Do We Need to Manage Risks?

Activities are considered to be places of work and there are industry acts, regulations, standards and guidelines that any Hirer of a Hall will need to be aware of and adhere to. There are high penalties for failure to comply with the regulations and the risk of an event site being shut down by SafeWork SA for non-compliance (refer SafeWork SA - www.safework.sa.gov.au).

1.3 How to Complete a Risk Assessment:

Step 1 - Identify the risk (What could happen?)

List all of the hazards or possible situations associated with the event/activity that may have the potential to harm people, property or the environment to potential injury, illness, damage, etc.

It is useful to ask the following questions:

- What can happen, where and when?
- Why and how can it happen? (consider possible causes and scenarios)

Step 2 – Analyse the risk (How likely is it that it will happen?)

To help decide the best approach for addressing the risk:

- Evaluate the controls that are already in place and consider their effectiveness.
- Examine the risk in terms of “consequence” (what could happen as a result of something occurring)
- Examine the risk in terms of “likelihood” (the probability of something happening).
- This will help when making the decision about treating the risk (refer risk matrix).

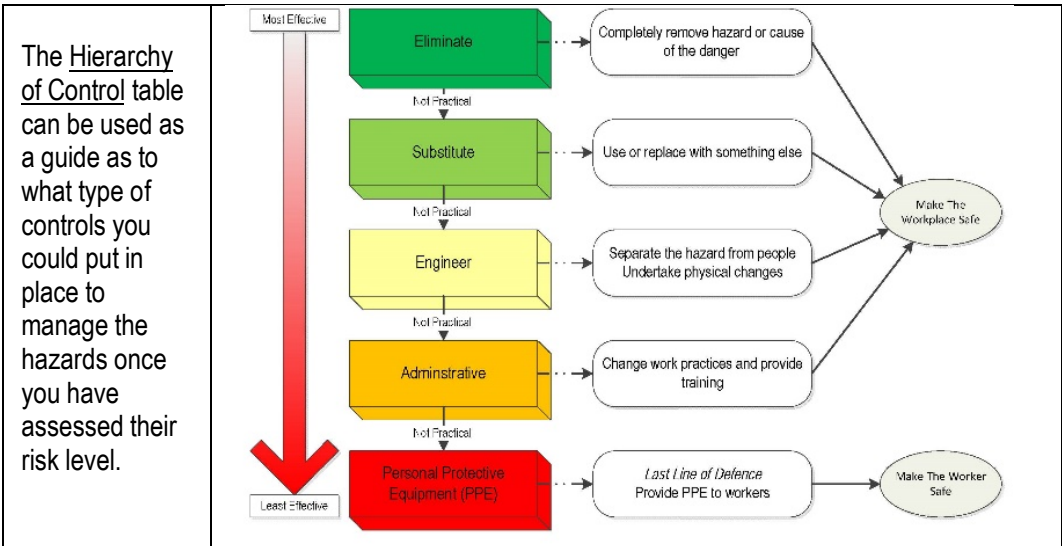
Step 3 – Evaluate the risks

Use the information in Step two (2) to decide on how to treat the risk. Identify what practical measures (controls) could be put in place to eliminate or reduce the likelihood of the risk occurring. Different risks will require different controls to treat the different levels of risk.

Step 4 – Treating the risk (What controls are required to be put in place to mitigate the risk?)

There are a range of options for treating risk. Identify the options for treatment (controls), these may include:

- Eliminating or avoiding the risk where possible
- Reducing the likelihood of the risk by putting measures (controls) in place
- Implement the treatment/controls.



Measure the Likelihood

Likelihood Rating Table			
Likelihood	Description	Past Occurrences	Likelihood %
Almost Certain	Expected to occur in most circumstances	Has occurred at least once within the past year	95% or greater chance
Likely	Will probably occur in most circumstances	Has occurred at least once within the past two years	75% to <95% Chance
Possible	Not expected to occur but could under specific circumstances	Has occurred at least once within the past two to five years	25% to <75% Chance
Unlikely	Not expected to occur and no previous occurrences	Has occurred at least once within the past five to ten years	5% to <25% Chance
Rare	Expected to occur only in exceptional circumstances	Has not occurred within the past ten years	<5% Chance

Measure the Consequences

Consequence Rating Table							
Description	Safety	Reputation	Legal & Regulatory	Environmental	Financial	IT/Records	Service Delivery
Catastrophic	Death. Critically life threatening injury/ illness.	State-wide negative media coverage for 2 years or greater. Insolvency.	Criminal charges/ prosecution/ fines >\$2mil.	Irreversible extensive, detrimental environmental damage/loss of environmental amenity.	>\$2mil	Irreversible, extensive loss/ damage/ access to IT infrastructure/ data.	Complete loss of Critical Business Functions (as defined in BCP).
Major	Severe, potentially life threatening injury/illness i.e. loss of limb.	State-wide negative media coverage for 12 months up to 2 years. Council dismissed.	Criminal charges/ prosecution/ fines \$1mil to <\$2mil.	Extensive, detrimental environmental damage/loss of environmental amenity for >12mths.	>\$1mil to <\$2mil	Extensive loss/ damage/access to IT infrastructure/ data >3mths.	Loss of Critical Business Functions (as defined in BCP) >3mths.
Moderate	Non-life threatening injury/illness requiring hospitalisation.	State-wide negative media coverage for up to 12 months. Council dismissed.	Prosecution/ fines \$250k to <\$1mil.	Extensive, detrimental environmental damage/loss of environmental amenity for >1mth and <12mths.	>\$250k to <\$1mil	Extensive loss/ damage/access to IT infrastructure/ data <3mths.	Loss of Critical Business Functions (as defined in BCP) >1mth and <3mths.
Minor	Non-life threatening injury/illness requiring medical treatment by a doctor. No hospitalisation.	Extensive local media coverage.	Prosecution/ fines \$100k to <\$250k.	Limited environmental damage/loss of environmental amenity for <1mth.	>\$100k to <\$250k	Partial Loss/ damage/access to IT infrastructure/data	Loss of Critical Business Functions (as defined in BCP) <1mth.
Insignificant	Non-life threatening injury requiring first aid treatment.	Some local media coverage.	Prosecution/ fines <\$100k.	Containable incident with minimal environmental damage/loss of environmental amenity.	<\$100k	Minimal Loss/ damage/ access to IT infrastructure/data	Delayed or untimely service delivery to community.

Rate the level of risk:

The level of risk is determined by the combination of the two tables above (Consequence Vs Likelihood)

Risk Matrix Consequence and Reporting Action						
Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost Certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	Moderate	Extreme	Extreme
	Unlikely	Low	Low	Moderate	High	Extreme
	Rare	Low	Low	Moderate	High	High

Risk Assessment Example

When developing a risk management plan for your event, please consider all of the possible risks. Seek help from experts or experienced people for advice and assistance to complete the risk assessment. The items below are a sample only.

Risk	Likelihood	Consequence	Level of Risk	Treatment/Controls	Responsible Person
Bins overflowing and litter on the ground	Possible	Insignificant	Low	Monitor bins during events. Empty bins regularly during the event	Hirer of Hall
Inappropriate behaviour/ intoxicated person	Possible	Minor	Moderate	Ensure responsible service of alcohol. Security to monitor patron behaviours	Hirer of Hall and/or Security
Alcohol consumed outside Licenced Area	Possible	Insignificant	Low	Ensure event area is monitored by event staff or security (if applicable).	Hirer of Hall and/or Security
Hazardous chemical spill	Unlikely	Moderate	Moderate	Ensure Safety Data Sheets (SDS) are available where hazardous chemicals are handled and stored. Be aware of spill containment as per the SDS	Hirer of Hall
Community spread of COVID	Possible	Moderate	Moderate	COVID Safe Plan Comply with density requirement (1 person per 4 square metre rule) Physical distancing Hand Sanitiser Regularly clean equipment (after each use) Promote hand hygiene and cough etiquette.	Hirer of Hall
Electrical shock	Possible	Moderate	Moderate	All electrical equipment owned and supplied by hirer of hall to be tested and tagged and within currency date.	Hirer of Hall

Risk Assessment

Please complete the below Risk Assessment template for your event: (If you require additional room please photocopy and attach extra sheets)

Name of
Organiser:

Location of Hire:

Date of Hire:

Risk Assessment Team:

Date of Risk
Assessment:

Name Person
Conducting Risk
Assessment:

Please print name

Signature:

Name Person
Conducting Risk
Assessment:

Please print name

Signature:

Name Person
Conducting Risk
Assessment:

Please print name

Signature:

<i>Risk</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Level of Risk</i>	<i>Treatment/Controls</i>	<i>Responsible Person</i>