

# Terms and Conditions of Hire at the Yankalilla Cultural Centre & Library

District Council of Yankalilla welcomes a broad range of users to our facilities at the **Yankalilla Cultural Centre and Library at 181 Main South Road Yankalilla**, throughout the year. Here is a range of ways that will ensure these shared-use facilities work well for everyone.

## Letting us know what you are doing.

To ensure the facility is appropriate for your needs and it has the functionality that you require, you will need to let us know what type of activity, function, or event you are holding. The District Council of Yankalilla reserves the right to refuse or cancel any booking if the activity is deemed to be an inappropriate use of the venue. The venue is a community space provided to facilitate community groups and capacity building opportunities, it is not available for the purpose of holding birthday parties or celebrations. Alternative venues are available locally for these events.

Availability may be limited over key holiday periods.

## Fees and Charges

We are glad to have achieved an affordable price for our spaces moving into the future. An additional discount can be applied for community groups and non-for-profit organisations that meet a criteria as per the table below.

To receive the Community group fee please apply the discount code COMMUNITY.

Please note all bookings require approval by the Venue Booking Coordinator. Bookings with discount codes which are not eligible will be declined.

	<b>Commercial</b>	<b>Community Group *</b>
Meeting room	\$20 per hour	\$10 per hour
Hall (old library space)	\$30 per hour	\$15 per hour
Bonds	Required for high risk events \$110	
Cleaning Fee	\$62.80 per hour of part thereof	
Swipe card replacement	\$25	
After Hours Call Out Fee – Alarm or security	\$157	

\* Applicable to Locally based (District Council of Yankalilla) Not for Profit, clubs and community groups.

The District Council of Yankalilla adopted a resolution to provide FREE venue hire until December 2023 to help activate the newly available spaces and inform us, the organization, on how the Community will use the spaces available.

The fees and charges schedule below will automatically come into effect from January 1<sup>st</sup> 2024. All payments must be made at the time of booking through the online platform 'SpacetoCo'.

When booking between June and December 2023 please enter the discount code **FREE2023** Trial to activate the fee waiver.

## **Cancellation Policy**

Cancellations made until 48 hours before the booking are eligible for a full refund. Cancellations after this time will be eligible for an 80% refund. Cancellations are to be made directly through the SpacetoCo platform.

## **Bonds**

A venue bond may be required from the hirer. Our Venue Bookings Coordinator will advise if this is applicable.

The Bond will be refunded after the conditions listed below have been met. Where these conditions are not met to the satisfaction of the Venue Bookings Coordinator, a portion of, or the entire Bond, will be forfeited by the hirer.

- Venue, furniture, fittings, and all other equipment have been returned, undamaged and clean, to designated storage places.
- Entire Venue, including hall, foyer, toilets, entrance, kitchen, and walkways, have been left in a clean and tidy condition.
- Waste has been removed.
- All other Terms and Conditions have been met.

## **Times of Use**

As the facilities are shared by all of the community, the venue must only be accessed at the starting time of the hire and must be vacated at the time specified as the end time. If this doesn't occur, it can substantially affect other users, and additional hire fees may be incurred. When booking, please ensure adequate set up and pack-up times are included in your booking.

All functions will finish no later than 10.00pm with all guests vacating the premises by 10:30pm.

## **Venue Set Up and Pack Up**

Public Health and Safety precautions must be adhered to by the hirer when setting up and packing up the Venue, including, yet not limited by, ensuring there is adequate lighting in areas being used, ensuring no objects obstruct fire exits and ensuring that electrical extension cords do not cross access/ entry pathways or doors.

## **Entertainment and Noise Levels**

There is a range of considerations that the hirer must observe regarding the provision of entertainment including the possible impact on other building users. Some of these considerations are listed below. It is also a condition that all entertainment is restricted to the inside of the building.

- all State and Commonwealth Laws regarding Entertainment and Noise
- Places of Public Entertainment Act
- Film Classification Act
- Liquor Licensing Act
- Music Broadcasting Copyright Act
- The Environment Protection Authority – prescribes maximum permissible noise levels for various types of premises.

## **Ancillary Equipment**

All electrical equipment used must have current 'Tag and Test' compliance including any ancillary equipment required during the hire brought in by the hirer (e.g., laptops, projectors, additional lighting, audio equipment, bain-maries etc.).

Any subsequent damage caused by non-tested equipment will incur a cost to the Hirer.

## **Food Service and Safety**

Hirers agree to ensure that anyone who handles food will have the skills and knowledge they need to handle food safely and to comply with State with Safe Food Handling procedures.

No food is to be stored in the facility for longer than the period of hire.

The kitchen is not a commercial grade kitchen and therefore there is no cooking of any kind allowed in any area of the venues, however food preparation, serving and heating is allowed **under negotiated terms.**

If tea and coffee making facilities are required during your hire, please contact the Venue Booking Coordinator to make these arrangements.

Hirers are advised that it is their responsibility to arrange for the supply of crockery, glassware, cutlery, condiments, linen, general service, tea and coffee and preparation utensils.

## **Compliance**

Any requirements for qualifications or compliance required is the responsibility of the hirer. This includes ensuring relevant working with children checks and first aid qualifications.

## **Waste**

To maintain low fees for users we require hirers to **remove all waste** created with them when they leave.

Where the Hirer does not comply with these conditions to the satisfaction of the Venue Booking Coordinator, a cleaning fee will be applied.

## **Decorations**

No form of decoration is to be affixed to the walls or ceilings or any part of the premises. Only table decorations are allowed. Do not use sticky tape or Blu-Tack as this damage the surfaces.

## **Smoking, Vaping, Smoke Machines and Alcohol.**

No smoking, vaping, smoke machines or any form of fire (ie: candles) is permitted at any time. Fire detection devices are installed throughout the Venues.

The premises are to be alcohol free at all times.

## **Cleaning**

It is expected that the venue will be left in a condition suitable for immediate use at all times. Please ensure all surfaces and floors are left clean and all rubbish is removed. If any kitchen facilities are accessed these must be left in a clean, tidy usable state.

At the completion of a hire, Chairs are to be returned to the trolley. The tables and other furniture must be returned to their standard locations.

Where cleaning of the Venue is not to the satisfaction of the Venue Booking Coordinator or any damage has resulted, the Hirer will become liable for any additional costs incurred by Council.

Hirers are to remove all items from their hire at the completion of each booking. Any property or goods belonging to the Hirer remaining in the Venue can be disposed of at the discretion of the Council.

### **Security and Council Access**

For bookings outside Library opening hours, an access swipe card will be issued by the Venue Booking Coordinator or Library staff for collection. This will usually be 24 hours prior to the booking and will be confirmed at the time of the booking confirmation. At the end of the hire, the access swipe card is to be posted into the after-hours return chute at the entrance of the building using the room hire packet provided.

The Hirer who has been issued an access swipe card will be responsible for the opening, closure and security of the Venue. The access swipe card will not be shared with others under any circumstances. The Hirer shall ensure that all doors and windows are securely fastened, and lights are turned off when leaving the venue. This includes checking the air conditioners and the toilets.

Should Council staff be informed by its security contractors of a disturbance or incident occurring in relation to the Hirer's private function or event, a call-out fee will be charged to the Hirer.

If you have an alarm fault please contact our security company Sturdie on 1300 342 499. For any building problems contact Council on 85580200, this number will offer the option to divert to an after-hours call service.

The control of the venue is vested with the Chief Executive Officer or their nominee, who shall have access at all times. Hirers are subject to the direction of The District Council of Yankalilla staff at all times.

Emergency exit diagrams are visible on the walls of the venue. Maintained, clearly signed fire extinguishers and emergency exit signs are located throughout the venue. It is this hirer's responsibility and duty to ensure they are familiar with these locations along with the emergency assembly point. The hirer is responsible for advising other users of the space they have booked (e.g. workshop participants or the audience of a show) of these procedures should it be required.

The Venue Booking Coordinator can be contacted via the 'message host' button on the SpacetoCo booking platform.

## **Disclaimer**

The District Council of Yankalilla reserves the right to review the hiring fees and to set any other conditions that are deemed to be necessary in the best interests of the operation of the Venue.

If through circumstances beyond the control of the Council, the premises hired become unavailable, the Venue Booking Coordinator reserves the right to cancel or renegotiate the booking. The District Council of Yankalilla shall not be liable for any loss, damage or injury whatsoever suffered by the hirer as a result of any unavailability.