



Indoor Stadium / Pavilion / Squash / Dance Studio / Hockey Club Rooms

Conditions of Hire

1. **BOOKINGS**

The bond must be paid when a booking or a tentative booking is made. Bookings must be confirmed seven days prior to the event.

Hirer must complete and provide a copy of their COVID 19 Safety Plan to the Shire of York with their booking form.

Full hire fees must be paid on confirmation or before the event. Any bookings not confirmed at least seven days in advance will be cancelled and bond will be forfeited.

Keys can be picked up on the day before the event (or on the Friday) up to 4.30pm. Keys to be returned on the next working day.

2. **GENERAL**

- The Hirer MUST advise the Shire the purpose for which the venue is being hired.
- Naked lights are not permissible. TOTAL FIRE BAN AREA. SMOKING IS PROHIBITED.
- Hirer is responsible for ALL damage and for losses while the venue is booked.
- Noise level of bands to be subject to control by authorised Shire staff and/or Police.
- All use subject by order being maintained to satisfaction of Police and the Shire.

3. **EMERGENCY PROCEDURES**

Upon hire of this facility, please familiarise yourself and those with you on the following:

- Emergency Exits
- Emergency Evacuation Plans / Diagrams (located on the walls)
- Location of First Aid Kit / Defibrillator
- Fire Extinguishers

In an Emergency – Please dial 000

4. CLEANING

The hirer to be responsible for all areas to be swept clean and chairs etc. returned to normal area upon conclusion. (Venue to be left in same condition as found). Basic requirements as follows:

Mop and sweep floor Clean all dirty chairs and tables Stack all chairs and tables
Remove all rubbish Clean up all spillages

The hirer to arrange for the removal of all excess rubbish from the premises. Your arrangements for cleaning up after the function must be notified to the Shire at the time of making the booking to avoid clashing with other users.

Public Liability Insurance

The Shire has a Casual Hirers Public Liability Insurance which indemnifies the Shire for claims from third parties for bodily injury and /or property damage arising from the activities of casual hirers whilst using the Shire owned facility.

This insurance does not include incorporated bodies, commercial and community events, sporting clubs or associations of any kind who must arrange their own insurance prior to the hire of the facility. These hirers must provide a copy of the Certificate of Currency (\$10 million minimum) and submit with booking forms.

Community Groups needing insurance can contact Local Community Insurance Services 1800 853 800. Non-compliance with any of the above conditions may cause the forfeiture of deposit and may also render the responsible hirer liable for additional costs in the event of damage.

Indoor Stadium / Pavilion / Squash / Dance Studio Fees Hockey Club Rooms

2020/21

COUNCIL BUILDING BONDS

Hirers General (eg: Meetings)	\$150.00
Key	\$50.00

Fees

Indoor Stadium per day	\$320.00
Group Classes- Not for Profit/Community Groups	
Adults – per hr	\$21.00
Mixed – per hr	\$15.00
Juniors - per hr	\$12.00
Group classes- Other Commercial/Private	
Adults – per hr	\$32.00
Mixed – per hr	\$27.00
Juniors - per hr	\$22.00
Martial Arts Groups	\$21.00
Community Groups – <i>annually as per agreements</i>	
<i>Senior Discount 20%</i>	
Pavilion per day	\$130.00
Pavilion per ½ day (4 hours or less)	\$85.00

Upstairs – Indoor Stadium (Dance Studio)

Dance or Fitness Group classes – Not for Profit/Community Groups per hr	\$10.00
Dance or Fitness Group classes – Private and Commercial per hr	\$18.00

Squash Court Hire – per hour	\$10.00
Hockey Club Rooms	\$126.00

CANCELLATIONS

1 month prior to the event – No Charge
2-4 weeks prior to the event – 50%
Less than 2 weeks – 75%
Less than one week – No Refund