
Policy for the Hire of the Mittagong Memorial Hall 3.42

BACKGROUND

Wingecarribee Shire Council has an ongoing commitment to ensure that community facilities and resources are available to meet the broad needs of the local community. Mittagong Memorial Hall was renovated in 2000 to incorporate the Mittagong Playhouse, a performance space that seats 175 people.

Mittagong Memorial Hall is managed by a Management Committee that has delegated authority to manage the facility under section 355 of the Local Government Act 1993.

The Mittagong Memorial Hall is a well-used community facility that accommodates a variety of activities and events.

There has been an increase in the use of the facility by both regular hirers of the Supper Room and local theatrical groups - when in full production need to book a full house (this includes the Playhouse, School of Arts Room and the upstairs Supper Room).

To accommodate as many groups and events as possible the Management Committee in consultation with regular hirers and Council officers have worked to develop a policy that provides an equitable process allowing for maximum use of the facility, and ensuring compliance with regulatory and legislative requirements.

OBJECTIVES

The objectives of this Policy are:

1. To provide an equitable booking process that allows for maximum use of the Mittagong Memorial Hall whilst accommodating a variety of activities and events.
2. To define the procedure that Council and hirers will follow for the hire of the Mittagong Memorial Hall this includes; confirmation of a booking and the information and documentation required to proceed and gain access to the Mittagong Memorial Hall prior to the commencement of a hire.
3. To inform hirers of the information and documentation required that demonstrates compliance with regulatory and legislative requirements for the hire the Mittagong Memorial Hall.

RELATED LEGISLATION, CIRCULARS OR GUIDELINES

Local Government Act 1993 Section 355
WH&S Act 2011

DOES THIS DOCUMENT REPLACE AN EXISTING POLICY, PROCEDURE OR PLAN? – NO

RELATED COUNCIL POLICY OR PROCEDURE

WSC's Volunteer Management Manual

User Agreement for Council Facilities

Council's Annual Revenue Policy that sets out the Schedule of Hire Fees & Charges for Halls and Community Centres

KEY RESPONSIBILITIES

Position	Responsibility
Mayor	To lead Councillors in their understanding of and compliance with this Policy and related procedures.
General Manager	To lead staff (either directly or through delegated authority) in their understanding of and compliance with this Policy and related procedures. To approve resources to develop, implement and review this Policy and related procedures.
Responsible Officer	The Committee Co-ordinator will develop procedures relating to the policy The Committee Co-ordinator and the Booking Officer for the Mittagong Memorial Hall will co-ordinate the implementation of the policy and related procedures The Committee Co-ordinator will review the policy
Deputy General Managers	To communicate, implement and comply with this Policy and procedures.
Deputy General Manager Corporate, Strategy & Development Services	To ensure (directly or through delegation) the distribution and communication of the Policy and procedures to specified persons. To ensure (directly or through delegation) the approved Policy and procedures are available in hard copy and electronically on Council's website.
Policy owner	Facilitate the provision of regular training to all Council officials on their role and responsibilities in relation to this Policy and related procedures.
Group Managers and Managers	To implement this Policy and related procedures. To lead staff in their understanding of, and compliance with, this Policy and procedures

Position	Responsibility
Information Technology Manager	To assist with the development of systems to support public access to this Policy and related information. To ensure IT requirements are available to facilitate compliance with the Act.
All Council officials	To comply with this Policy and related procedures.

(PROCEDURE Booking Procedure for the hire of the Mittagong Memorial Hall)

DIVISION: Corporate, Strategy & Development Services

BRANCH: Assets

FILE NOS: 7226/2

APPROVAL DATE: 11 February, 2015

MINUTE NO: 15/15

POLICY

1. Introduction

To accommodate as many groups and events as possible procedures have been developed for the prioritisation of bookings (item 2); the implementation a three step process for the hire of the Mittagong Memorial Hall (as detailed in item 3); and cancellation of bookings (item 4).

2. Prioritisation of Bookings

2.1 Performances / Concerts

Priority will be given to local performances/concerts, be they a one off performance or a block booking that includes bump in, dress rehearsal, actual performance/s and bump out, (maximum time 4 weeks).

Exclusive use of the Play House stage area, change rooms, and control box will be granted to all productions from nominated Bump In to Bump Out dates

Council recognises that the additional use of areas such as the Supper Room, School of Arts Room and Signal Box are essential when conducting performances, hence the exclusive use of any additional areas requested, will only be granted during the nominated performance times (Thursday –Sunday).

2.2 Child Focused Productions

Council recognises the positive social contribution that child focused productions and activities bring to the community. Hence child focused productions and activities will be given priority during the school holidays. This could be either productions that involve children or productions that are staged for children i.e a touring show.

2.3 Regular hirers and rehearsals

At the time of booking, the Booking Officer will try to accommodate the needs of regular hirers and preliminary rehearsals wherever possible. Regular hirers (dance/recreational classes) of the Supper Room will be given priority for Monday, Tuesday and Wednesdays. Rehearsals can be conducted in the Playhouse on Wednesdays when the Playhouse isn't booked and set up for performances.

For regular hirers and rehearsals the Booking Officer will try to accommodate the booking/hire. In the event of a clash with performances/concerts, groups may be asked to conduct rehearsals/classes at an alternative venue. The Mittagong Memorial Hall Management Committee has provided a piano at the Welby Hall to assist groups with an alternative venue for rehearsals/classes. Welby Hall has a good timber floor for dance classes.

Where possible Council will try to accommodate rehearsals for the week prior to bump in, in the Playhouse.

Groups are asked to determine their hire needs (dates & times) well in advance within their own organisation to try to avoid numerous changes of dates with the booking officer. The booking officer will work with each group to optimise bookings for the Mittagong Memorial Hall.

If there are numerous changes of dates the group may incur an additional charge to cover administrative costs.

2.4 Notional bookings will be accepted for the current calendar year and up to the end of the following year in advance.

2.5 From 2016 local theatrical organisations will be asked to identify a set time of the year for their first preference booking. The specified time of the year for first preference bookings will continue on in the following years as a regular hire.

Although set times will be allocated it is the responsibility of each organisation to confirm by the end of March each year that they still require the times allocated for the following year.

Please note that each organisation will still have to follow the three step booking procedure as outlined in items 3.1 to 3.3 to confirm their booking and gain access to the facility.

3. Confirmation of Hire and approval to access the Mittagong Memorial Hall

Council and the Management Committee appreciate that at the time of booking the hirer may not be able to supply all the information and documentation required to confirm the booking. For the hire to proceed changes may occur to the intended use of the facility as outlined in the original agreement and risk assessment, insurance policies may expire and contractors may change.

To assist with the confirmation of a hire and in order for the hire to proceed and access given to the building the following process must be strictly adhered to:

- 3.1 Bookings will be accepted for the current calendar year and up to the end of the following year in advance. First preference bookings for the following year must be confirmed by the end of March each year.
- 3.2 Upon discussion with the Booking Officer, provisional dates will be entered into the booking calendar for a period of 21 days. For this booking to be confirmed the booking officer must be in receipt of the following information and documentation within 21 days:
 - A completed and signed User Agreement listing the nature and type of each proposed activity and all dates required
 - A current Public Liability Certificate of Currency for \$20 million covering the hirer for the activity/event
 - A risk assessment for the activity/event
 - Details of contractors/entertainers that will be involved in the activity/event e.g. Lighting, Sound technicians, electricians
 - Payment of bond
- 3.3 For the hire to proceed and access granted to the Mittagong Memorial Hall it is the hirer's responsibility to ensure that all of the following information and documentation is with the booking officer twenty eight (28) days prior to the commencement of the first day of hire or Council reserves the right to cancel the approval to hire, retain all bond monies and collect all hire fees that are due.
 - A completed and signed User Agreement listing the nature and type of each proposed activity and all dates required (updated if necessary if original information has changed)
 - A current **Public Liability Certificate of Currency** for \$20 million covering the hirer for the activity/event
 - **A Certificate of Currency** for workers compensation for all staff employed by the hirer that will be involved in the event
 - **A Certificate of Currency** for any volunteers involved in the event
 - Current **Public Liability Certificates of Currency** for \$20 million for all contractors/entertainers that are involved in the event

- A copy of all relevant licences for any contractors involved in the event e.g.lighting, sound technicians, electricians
- A current up to date risk assessment for the activity/event
- A copy of the risk assessments for all contractors/entertainers involved in the event
- A copy of a liquor licence if required - please apply for a Function Licence from the NSW Office of Liquor, Gaming & Racing.

4. Cancellation of Booking Dates

Theatrical Productions – Block Bookings

Theatrical groups must give notice of the cancellation of a production no less than 120 days (approx. 4 months) in advance. For a cancellation less than 120 days from the commencement of hire the hirer shall be liable for the forfeit of the bond and a \$500 cancellation fee.

This is to ensure:

- There is equitable use of the centre for all groups
- That the Mittagong Memorial Hall Management Committee does not lose income through last minute cancellations
- And to give other groups the opportunity to use the space

Other Hirers

In the event of a cancellation by the hirer for any purpose, notice of cancellation must be received by the Booking Officer no less than 30 days prior to the commencement of hire. For a cancellation less than 30 days prior to the commencement of hire the hirer shall forfeit the Bond.

5. Terms of Payment

Community/not for profit and charitable organisations must present a copy of their certificates outlining their organisational status to receive the community not for profit discount.

5.1 Casual one off Productions/ Performances

All bond monies and hire fees must be paid prior to the date of commencement of the hire of the Mittagong Memorial Hall.

5.2 Permanent Regular hirers

All groups will be invoiced monthly

5.3 Productions

Bond monies must be paid to confirm the booking.

The hirer will be invoiced four weeks prior to the hire and all invoices must be paid within 28 days from the date of the last performance.

Please note that bond monies will be refunded once the facility has been deemed clean and in good condition at the completion of the hire and when all invoices for the hire of the facility have been paid. Bond monies will be used for any additional cleaning and/or repair costs associated with the hire.

The Schedule of Hire Fees for all Council facilities is reviewed annually as part of Council's budgetary process and approved by Council for each financial year.

6. Safe Access and Egress

When planning an activity/event please ensure that emergency exits and walkways are kept clear at all times.

7. Sale of Alcohol

If alcohol is being sold (this includes a free drink with an entry fee or fee for a meal that includes alcohol) it is the hirer's responsibility to obtain a Function Licence from the NSW Office of Liquor, Gaming & Racing. A copy of the licence must be forwarded to the Booking Officer prior to the commencement of the event.

Please note that no food or drink is to be consumed in the Playhouse.

APPLICATION AND DISTRIBUTION

It is mandatory for all Council officials to comply with this Policy.

This policy and related procedures are available on Council's website under Policies.

APPROVED BY: Council MN15/15	
EFFECTIVE: 11 February, 2015	REVIEW DATE: February 2018
DISTRIBUTION: All Managers, Councillors, Intranet, Internet, Mittagong Memorial Hall Management Committee, User groups of the Mittagong Memorial Hall	
RESPONSIBLE COUNCIL BRANCH/OFFICER: Committee Co-ordinator, Assets	

BREACHES OF THIS POLICY & PROCEDURE

A breach of this policy will be taken to be a breach of the relevant Code of Conduct and complaints alleging a breach of this policy must be made in accordance with the relevant Code of Conduct and will be dealt with in accordance with the provisions of the *Procedures for the Administration of the Model Code of Conduct*.