



HIRE OF COMMUNITY CENTRE & ASSOCIATED EQUIPMENT

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| Responsible officer | |



Hire of Community Centre and Associated Equipment

Purpose

To have an equitable hiring process, to promote safety in the use of the community centre and to regulate the use of equipment to preserve it for the community.

Statement of Procedures

In order to provide Council staff and the members of the community and the police with certainty about obligations and responsibilities in conducting a function/event at the Centre, the following Standard Operating Procedures for the Hire of Community Centre have been adopted by Council on 18th April 2008, Resolution No. 108/08.

1. No BYO functions are to be held at the Centre.
2. Only functions where alcohol is permitted to be served are where the persons providing the alcohol have a licence to do so; they must have a Responsible Service of Alcohol (RSA) Certificate, and all persons serving alcohol must have a RSA.
3. The organiser of the function where alcohol is proposed is to provide a courtesy bus to convey persons home from the commencement of the function until the last person has left the Centre and the Street.
4. Any function held by a licensee must have a minimum of three security personnel, of which one must be licensed. It is proposed that one person should be at the entry door of the Centre and the remaining two should work inside the Centre.
5. Two persons to be nominated by the hirer of the Centre to remain at the Centre from the commencement of the function until the last person has left the Centre and the Street.
6. No function where alcohol is proposed is to be authorised by the Council unless the application is sighted and approved by the Brewarrina Police.
7. At any function at the Centre NO GLASS BOTTLES and containers will be permitted on the premises. Plastic cups and cans are only permitted.
8. No live bands are permitted to perform past **11.00 pm, and no function is to finish past midnight.**
9. All functions are to comply with Council's planning requirements, particularly concerning the maximum number of people who can be in the Centre at any one time. No more than 200 people can be at a function if it is seated and no more than 300 if it is a standing function.
10. SMOKING is NOT PERMITTED inside the Centre.



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11. An employee of Brewarrina Shire Council has the right to access the Centre during the function to ensure that the function is complying with the Council's hire agreement.
 12. An authorised employee of Brewarrina Shire Council or the Brewarrina police may cancel the function if it does not comply with this Standard Operating Procedure.
 13. A cleaning and damage deposit, as per the Council's adopted fees and charges, is to be paid in advance for the use of the Centre.
 14. Any application for the hire of the Centre should be submitted 14 days prior to the function being held, unless special circumstances exist.