



## GLEN INNES SEVERN COUNCIL

### Town Hall Hiring Policy

<b>RESOLUTION NUMBER:</b>	<b>MEETING:</b>
13.12/19	19 December 2019
13.11/16	24 November 2016
15.11/13	28 November 2013
15.07/10	28 July 2010
14.09/08	25 September 2008

The purpose of the Town Hall Hiring Policy is to provide a fee structure and conditions of hire that promote and support the wider utilisation of the Town Hall, which is a significant community asset. By creating a fairer hiring structure and offering the facility at discount rates to not-for-profit community groups, the use of the Town Hall for functions, information sessions and other events will be encouraged.

#### AIMS

- To provide a suitable low cost function venue for the residents of the Glen Innes Severn Local Government Area;
- To provide a suitable low cost back up venue for meetings and training;
- To utilise the Town Hall further for the benefit of the Community;
- To provide funds to continue improvements and carry out repairs to the Town Hall.

#### FEE STRUCTURE

The fees applicable to hiring the Glen Innes Town Hall and associated property will be reviewed and published each year in Council's Operational Plan.

Classes of Hire for the Town Hall will be as follows:

- **Class A: NOT FOR PROFIT ORGANISATIONS / EVENTS**  
Local community groups and events, schools, religious / political groups
- **Class B: PRIVATE FUNCTIONS**  
Wedding receptions, anniversaries, and other private functions
- **Class C: FOR PROFIT COMMERCIAL ORGANISATIONS / ACTIVITIES / EVENTS**  
Seminars, conferences, commercial concerts, exercise classes and other profit raising events

The hire fee structure for the former Grey Street Council Chambers, trestle tables and portable chairs is as follows:

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Related Documents:			

- **Committee Room Hire** – per day;
- **Town Hall Kitchen Hire** – per day;
- **Red Carpet Hire** – per day;
- **Trestle Tables** – per table per day (outside of Town Hall);
- **Chair Hire** – per chair per day (outside of Town Hall);

Standard cost recovery fees, in conjunction with the hiring fees, will also be charged to each hirer. These will be reviewed annually in conjunction with Council's Operational Plan. The standard cost recovery fee structure is as follows:

- **Cleaning Fee** – all hirers (per use);
- **Fee for setting up Town Hall furniture;** and
- **Refundable Damages / Cleaning Deposits on Town Hall, carpet and furniture.**

### **HIRE AND USE OF RED CARPET**

Council has available a roll of red carpet, approximately 10 metres long and 1.5 metres wide, that can be used for functions at the Town Hall or made available for private indoor functions off site.

The conditions of use for the red carpet are:

- The red carpet can **ONLY** be used at indoor venues;
- The red carpet can be collected one (1) working day prior to the function;
- The red carpet must be returned the following business day;
- The red carpet can only be booked for a maximum of four (4) days at any given time;
- A refundable damages / cleaning deposit is payable on hire of the carpet;
- The red carpet must be returned by the customer in the original condition it was received; and
- When hiring the red carpet, hirers must acknowledge that they will replace the carpet at their own expense if damaged beyond repair.

### **APPROVED HIRE FORMS**

The application forms for the hire of the Town Hall and associated facilities will be available from Council's Town Hall Office and also on Council's Website [www.qisc.nsw.gov.au](http://www.qisc.nsw.gov.au) and will be updated each year in accordance with Council's Operational Plan.

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**COMPLETION OF HIRE**

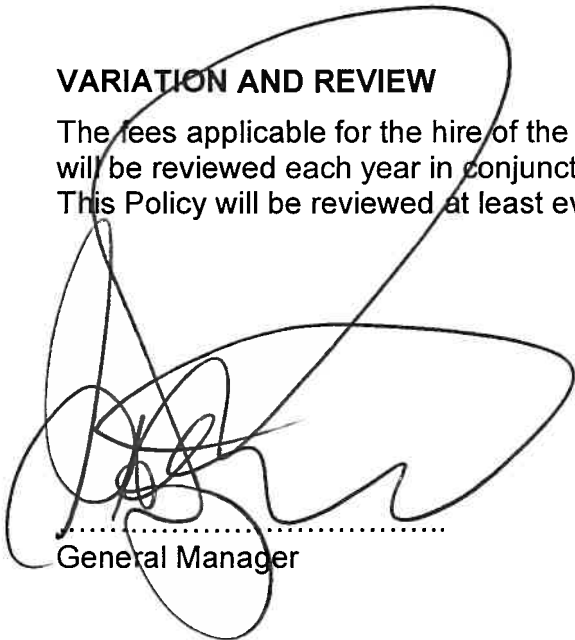
Upon completion of the hiring of the Town Hall and associated facilities and furniture, Council staff will conduct an inspection of the premises and furniture to ensure the hirer has left the Council's property in a satisfactory state.

**IMPLEMENTATION AND COMMUNICATION**

Amendments and updates to the Town Hall Hiring Policy will be communicated to all relevant staff by the Manager of Administration and Human Resources.

**VARIATION AND REVIEW**

The fees applicable for the hire of the Glen Innes Town Hall and associated property will be reviewed each year in conjunction with Council's Operational Plan. This Policy will be reviewed at least every three (3) years.



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General Manager

13/1/20  
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Date

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