



RICHMOND SHIRE COUNCIL BOOKINGS FOR COUNCIL FACILITIES POLICY

POLICY NUMBER: 078
INFOPERT REF: 105701
TIME PERIOD OF REVIEW: 2 Year
DATE OF NEXT REVIEW: June 2025

1. OBJECTIVE

Is to establish a process and guidelines for Council to follow when hiring facilities and equipment owned by Richmond Shire Council.

2. SCOPE

This Policy applies to all employees of the Richmond Shire Council and any community members seeking to hire Council owned facilities and equipment.

3. COUNCIL FACILITIES AND EQUIPMENT

- Richmond Shire Hall and Supper Room
- Richmond Woolgar Room
- Richmond Racecourse (Including Kitchenette, excluding Bar)
- Richmond Swimming Pool
- Richmond Charlie Wehlow Oval
- Richmond Lake Fred Tritton
- Richmond Lakeview Gazebo
- Richmond Library (Room only)
- HACC Hall (After hour activities)
- Units 2, 3, 4 Richmond Village Consult Rooms

- Plastic Tables
- Plastic Chairs
- Bain Maries (1)
- Pie Warmer
- Video/Data Projector (1)
- Urn (2)
- Dog Traps
- Cat Traps (6)
- Dog Barking Collars (6)
- Two buses available to hire (1 x 21 seats and 1 x 12 seats)

4. CONDITIONS OF HIRE

- An application to hire Council facilities and equipment must be submitted at least 7 10 days prior to the event. Council reserves the right to accept or deny any applications.
- A confirmation email or phone call will be made by one of our Administration staff notifying the applicant of the outcome within 3 business days after receiving the application.
- A bond payment **must** be paid prior to the applicant's event. No exceptions.
- Council Administration Staff will arrange an inspection of the facilities and equipment prior to and after your event to ensure that all is in order.

- All non-Council hired equipment needs to be return to external hiring organisation caterers.
- Council will not be held liable for loss or damage sustained by the hirer.
- Failure to comply with any of the conditions or damage to any of Council's property will result in forfeiture of the part or full bond amount.

5. EQUIPMENT

- All equipment must be left in the condition they were picked up in or fees may apply.
- All equipment must be collected and returned by the hirer during normal business hours unless otherwise agreed. Delivery is not included. No exceptions.

6. FACILITIES

- All keys must be collected from the Council office between 8:20am – 5pm Monday – Friday. Keys must be collected the same day as your event and brought back the same day the event ends. Exceptions are weekend hire and events starting/finishing outside of Council work hours. Keys then must be returned on the next working day.
- The hirer is responsible for setting up and clearing away all equipment to its original location.
- A liquor license may be required if you intend to sell alcohol. You should check with the local Police station for further information and ask them for an application form.
- If using the bar area and cold room of the Shire Hall please do not remove any stock that is stored by other clubs or organisations.
- All rubbish is to be placed in the wheelie bins and put out for collection on the kerb.
- Floors must be swept and mopped after your event.
- All other cleaning products must be supplied by the hirer

7. BUS

The above mentioned organisation agrees to reimburse the Council at the rate of the current fees and charges per km + full tank of fuel. A bond is required in all instances of hire, buses must be clean and tidy when returned or bond will be forfeited. Council must take a photocopy of the driver's licence of the driver for the event.

All care and consideration will be exercised in the use of the vehicle and the organisation exonerates Richmond Shire Council from any legal responsibility in relation to all aspects pertaining to the use of the bus whilst under our jurisdiction. It is understood that the following conditions apply to cancellations; wet weather or other extenuating circumstances – 100% refund or cancellations which do not apply to the fore mentioned – 50% refund. My organisation makes itself responsible for any damage to seats, upholstery and fixtures within the bus and any damage occasioned by vandalism and is prepared to have such damage reinstated to Council's satisfaction.

Further Conditions:

- (a) The bus is taken from the depot with a full tank and must be returned to depot with a full tank of fuel.

- (b) Bus is available on weekends and statutory holidays only with the express approval of the Chief Executive Officer.
- (c) Bus may be available for long distance hiring at the Chief Executive Officers approval, however in the event of any accident or breakdown any expenses involved in returning the bus to Richmond Shire Council's Depot shall be borne by the hirer.
- (d) The bus cannot be taken off bitumen in any circumstance
- (e) The bus cannot be taken out of Richmond for more than a day without prior approval
- (f) The bus is to be refuelled at hirer's expense prior to return to Council. Should Council be required to fill the fuel tank at the conclusion of a hire period, fuel price will be determined by the highest local commercial fuel price on that day PLUS a surcharge of \$0.10 per litre. This figure shall be invoiced in accordance with procedures and recovery will be subject to Council's Debtor's Policy.
- (g) Damage to the bus will be charged at cost to hirer.
- (h) The Bus may only be hired by Community groups/clubs or the Richmond State School.

8. IN-KIND REQUEST APPLICATIONS

The Community In-Kind Assistance Program is designed to provide Council's organisational resources including labour, facilities, plant and other equipment by way of Sponsorship as in-kind support. Advanced notice is required as Council cannot guarantee supply on demand.

Items provided in-kind must be collected by the hiring body. Delivery is not included. No exceptions.

If your community group is requesting In-kind support, the In-Kind form must be filled in and returned to Council.

Bond is required on all In-Kind requests.

9. RELEVANT DOCUMENTATION

- Bond Hire Form
- Conditions of Hire Form
- Venue & Equipment Form
- Bus Hire Form
- Cat Trap and Barking Collar Form
- In-Kind Application Form

10. LEGISLATION

- *Local Government Act 2009*
- *Local Government Regulations 2012*

11. APPROVAL

Date of Adoption: 01 June 2020
Policy Reviewed: General Council Meeting 10 October 2023
Resolution Number: 20231010.4

Policy Authorised: Peter Bennett
Chief Executive Officer