

Canning Agricultural, Horticultural & Recreational Society (Inc)
CANNINGTON EXHIBITION CENTRE AND SHOWGROUNDS
Hall Bylaws - Conditions of Hire
Approved by Committee of Management January 2015



Halls

These conditions shall apply to the hire of the Exhibition Hall, Liddelow Pavilion, Liddlelow Meeting Room and the Showgrounds and any other premises under the care and control of the Society.

Committee of Management

The Committee of Management of the Society, hereafter "the Committee" is responsible for the care and control of the halls. The Executive Officer is responsible for the management of the halls and grounds.

Application for Hire

- a) The hall is only to be used for the purpose of that stated on the application form.
- b) An application for hire must be made on the prescribed form.
- c) An application is not finalised until all relevant documentation and deposit is received.
- d) A minimum of two hours (Full Rate) per hall hire booking is required, except during Peak Periods when a 6 hour (Full Rate) minimum applies.
- e) Tentative bookings will be held for two (2) weeks.
- f) The decision of the Committee on all applications will be final.
- g) The applicant for hire whose name appears as the organiser, must be aged 18 years or over.
- h) Approved weekly hirer's may be granted continuing hire provided fees and charges are paid each month.
- i) The Showgrounds must be hired when used for any purpose other than overflow parking.

Refusal

The Committee reserves the right to refuse an application for hire without giving a reason for refusal.

Cancellation

- a) The Committee reserves the right to cancel any application where it is satisfied such action is justified. Notice of cancellation will be given to the applicant as early as practicable and any fees paid will be refunded.
- b) Should the Applicant cancel a booking less than six weeks prior to the hire date the deposit shall not be refunded.

Payment

A deposit of 25% of the total hire fee is to be paid prior to confirmation of the booking. The remaining payment and bond must be paid not less than 14 days prior to the hire date. The Application will be cancelled if the fees and bond are not paid as required.

Bond

A bond is payable against damage to the hall or equipment and cost to the Society for removing excess litter and cleaning expenses. The bond will be refunded to the hirer after use less the cost of repairs or expenses incurred by the Society. Should the cost exceed the amount of the bond, an account will be rendered to the hirer.

Hire Charges

Hall Hire charges will be subject to an annual review and may be altered at the discretion of the Committee of management. Any variation of charges will have effect from the first day of January in each year.

Insurance

- a) All parties making use of the premises under the care of the Society must have a minimum Public Liability Insurance of \$10million.
- b) Documentation of such insurance is to be included with the Hire Application. i.e. Certificate of Currency.
- c) In the event of insurance cover not being held, the hire will be cancelled until the required documentation is received and accepted by the Executive Officer. Such application will not be granted unless the Executive Officer is satisfied that the insurance cover is acceptable.

Security

At the discretion of the Executive Officer, if a hall hirer books a hall for a social event finishing after 10.30pm, with 100 or more guests and alcohol is to be consumed, then the Society will require the hirer to employ licensed Crowd Controller to attend the whole event. A social event includes birthday parties, sporting club wind ups and any other event.

In relation to the above;

- a) The licensed Crowd Controller(s) is to provide to CAHRS its Certificate of Currency and Licensing papers prior to the event.
- b) The hirer is to register the party with WA Police, Cannington and provide a copy of the registration to CAHRS.

Keys for entrance to hall and grounds

- a) Keys will only be issued to the hirer whose name appears on the application form.
- b) Keys will only be issued up to two days prior to the hire date.
- c) Keys are to be returned as instructed.
- d) The cost of replacing keys not returned will be chargeable to the hirer.
- e) A Late Key Return Charge of \$40 per day (accruing) will be charged where keys are not returned on the specified time and date.

Liquor

If alcohol is to be sold at an event or liquor is included in the price of a ticket for an event to be held on the premises, a Liquor Permit must be obtained from the Office of Racing, Gaming & Liquor and displayed within the halls.

Smoking

No smoking is permitted inside any part of the halls, including toilets, kitchen, meeting rooms and storerooms.

Traffic Management

Parking is only permitted on the marked parking areas adjacent to the Exhibition Centre and grassed area to the rear of the Exhibition Hall.

The Executive Officer may request that the Hirer provide a Traffic Management Plan for events where parking may be limited.

Where there are multiple events occurring at the Exhibition Centre parking allocations may be made to each hirer.

Decorations

- a) No nails, screws or adhesive to painted areas are to be used.
- b) All decorations will be removed by the Hirer immediately after use of the hall.
- c) Any cost made to the Society to make good to the hall will be a charge against the bond.
- d) The use of any machine or other appliance to produce smoke or fumes as to discharge the fire alarm is prohibited in any

hall. A breach of this bylaw causing a cost for the attendance of the Fire Brigade or other Security Personnel will be a charge to the Hirer.

Chairs and Tables

- a) Chairs and tables as determined by the Executive Officer will be included with the hire fee. Additional chairs or tables hired outside are required to have suitable protection against damage to hall timber floors. The Executive Officer may refuse the use of chairs and tables and have them removed from a hall.
- b) All chairs and tables are to be cleaned and returned to the storeroom as shown on the diagram in the storerooms.

Noise & Behavior

The hirer must ensure there is no undue noise from the use of a hall and will be responsible for the behavior of persons at the function. The Committee may refuse future hiring where complaints are lodged.

Signage

Signs or other advertising on any grounds or fencing may only be erected with the permission of the Executive Officer, but not more than 7 days prior to a hall hire. The Executive Officer may remove without compensation, any unauthorised signs or advertisements.

Catering

- a) Kegs or similar containers are restricted to the space provided and prohibited on any wooden floor area.
- b) The kitchen is to be mopped and all benches, stoves, urns and other equipment left in a clean condition.
- c) The cost of making good to damage of the kitchen or if extra cleaning is required through catering misuse, will result in a charge against bond.
- d) Temporary food stalls are required to apply to the City of Canning for an approval to operate at least 14 days prior to the event, www.canning.wa.gov.au/images/stories/FORM_Guideline_and_Application_Pack_for_Food_Stall_and_Mobile_Food_Vehicles.pdf

Floors

No sawdust, resin or talcum powder is permitted to be used on floor areas. Damage to floors through misuse will be a charge against bond. All care is to be taken to ensure that no liquids are spilled onto the floor area. When cleaning a floor area, only warm water is to be used. Strictly no detergents.

Cleaning

The halls and all facilities are to be left in a clean and tidy condition after use, including the toilets. Brooms and mops are available in the kitchens. All cleaning materials are to be provided by the hirer. The organiser will be responsible for the cleaning of the hall and must ensure cleaning is carried out.

Rubbish

- a) All rubbish is to be placed into the green Council Rubbish Bins located near the main gate. No rubbish is to be left in the bins in the halls. Food waste must be placed in sealed bags and placed in green bins with the lid firmly shut.
- b) Any additional rubbish that cannot be placed in the containers is to be taken away by the hirer. Failure to do so will be a charge against the bond.
- c) Where deemed necessary a waste management plan will be required to be provided by the Hirer.
- d) Each hirer is allocated TWO GREEN BINS only for the duration of the hire.

Closing Hall and Security

All doors and windows must be closed and lighting and air-conditioning turned off after use.

The hall and grounds are to be secured on exiting the premises. Any loss or damage to the Society caused by failure to close and secure a hall will be the responsibility of the hirer and the cost of making good will be charged against the bond.

Rides and Attractions

It is the Hirer's responsibility to ensure that rides, attractions, amusements brought onto the premises for public enjoyment are compliant with relevant safety regulations and are operated by appropriately insured and qualified technicians.

Test and Tag

Any electrical device brought onto the premises is to be compliant with electrical safety standards and be tested and tagged by an approved technician prior to connecting to the power source.

Hours of Operation

Events may be held between the hours of 6.00am and 12.00midnight, except on New Years Eve when a 1.00am close applies. Event organisers must secure and leave the premises within 1 hour of their event finishing.

Liability

The Society will not accept liability for any damage, theft or loss of items of property belonging to the hirer, their agent or any party invited onto the premises by the hirer.