



Strathewen Public Hall Inc.

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Strathewen Hall & 21st Birthdays

Guidelines for Hiring of Hall for 21st Birthdays

Introduction

At the 2015 Annual General Meeting of the Strathewen Public Hall Association, it was agreed that the Strathewen Public Hall be made available for hire for the purpose of 21st Birthday Functions only for those who could demonstrate a connection to Strathewen.

Experience with other local venues has indicated that 21st Birthday functions can get out of hand, the purpose of these conditions is simply to help prevent this.

The Hall is owned by the Community via the Strathewen Public Hall Inc Association. As such, all maintenance and repairs of paid for by the Hall Association. Any funds come out of the Hall's accounts. The Hall is not a government or institution owned facility and funds are limited. Any excess expenditure by the Hall Association could limit the ability of the Hall Association to hold or run other community events.

Additional hire requirements have been adopted for 21st Birthday functions

The following guidelines cover criteria for hire (who can hire), conditions of hire (what is expected of Hirer), and the Hire Process Requirements (What is required to Hire the Hall) for 21st Birthday functions.

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Strathewen Public Hall: Guidelines for 21st Birthday Hire

14.04.2016

Hirer Criteria for 21st Birthdays

The Strathewen Hall is available for Hire for 21st Birthday functions provided the person celebrating their 21st Birthday can demonstrate a link to Strathewen to the satisfaction of the Committee managing the Hall.

The intent of the link to Strathewen criteria is to encourage (and limit to) the use of the Hall for 21st Birthdays by the local community.

The Association Committee will approve all 21st Birthday Hires. The Committee will retain the right to refuse any Hire at their discretion.

For the purpose of the link to Strathewen criteria, Strathewen is also deemed to include areas of St Andrews, Arthurs Creek, and Cottles Bridge within the following region enclosed by:

- The Edge of Kinglake National Park, Bald Spur Road, Jackson's Road, Hilderbrand Road, Cottles Bridge – Strathewen Road, Eagle's Nest Road, Brennan's Road East, Running Creek Road, and Minchin's Road.

Examples of links to Strathewen include (but are not limited to):

- Resident of Strathewen (including past residents)
- Close relative of Strathewen resident (child, grandchild etc.)
- Past Pupils of the Strathewen Primary School

Conditions of Hire for 21st Birthdays

The hirer of the Strathewen Hall for a 21st Birthday function is required to provide additional assurances as part of the Hall Hire.

The Community of Strathewen are justifiably proud of their Hall and are keen to keep it in good condition.

The Hall Association has adopted the following additional conditions of hire (in addition to the existing hire requirements):

Conditions of Hire

1. There shall be a \$1000 bond paid prior to the Hire of the Hall. This will be used for any cleaning or repairs of the Hall and for any fines or other costs incurred by the Hirer.

The intent is the Hall should be in the same condition after the Hire as before.

Bond would be repaid upon inspection of Hall condition after use by Committee representative.

Bond may be retained for up to seven days if there are any complaints received (to cover any fines etc. (eg. Noise complaint from EPA or Police).

Any costs incurred in excess of the bond will be passed on to the original hirer.

2. All 21st Birthday Events shall be registered as a party with local police in Hurstbridge. Evidence of the registration of the event will be required prior to access of Hall.
3. If alcohol is to be served via a bar, the promotion of responsible consumption of alcohol is required. The Hirer will need to demonstrate how they will achieve this.

Bar is to be manned at all times (not to be an open bar) and those serving will hold a current Responsible Service of Alcohol certificate if required by law (if alcohol is sold or served).

If alcohol is to be sold, a liquor license will need to be obtained and be in place prior to the event.

4. The Hirer is to nominate Responsible Adult(s) to attend the party and help run the event. Responsible Adult(s) to remain at the event at all times, unless dealing with an emergency at the party. The Hirer is to be one of the responsible adults. Responsible adults contact details are to be provided to committee prior to hire.

The Responsible Adult(s) role is intended to be that of someone who can help ensure smooth running of party, ensure that any underage guests are supervised and cared for. It is expected that the Responsible adult would be able to drive as required (remain sober for any emergency events as required).

The Association considers a responsible adult to be at least 25 years of age.

5. No open invites are to be given for the 21st Function, especially by social media. Function to be invite only.
6. Hirer shall observe all times of operation, noise, and parking requirements as per Conditions of Hire.

All surrounding properties are privately owned, with residences nearby. Please respect neighboring residents and their property.

Any compliance fines or penalties (parking, noise, or other planning breaches) received by Hall, but caused by Hirer, will be passed onto Hirer. This may involve use of bond for payment.
7. Evidence of meeting these requirements is to be provided to Committee prior to hire of Hall.

Breach of any of the hire conditions may forfeit part or all of bond or deposit (depending on costs incurred) and may lead to cancellation of event. In the event of breach of conditions, the Strathewen Public Hall Association Inc. accepts no responsibility for losses incurred.

Hiring Process for 21st Birthdays

The Hiring process for 21st Birthday functions is intended to be as follows:

1. Hirer to contact Bookings officer to book event.
2. Booking officer will notify Hirer of conditions of hire (standard) and additional conditions for 21st functions.
3. Hirer to advise booking officer in writing of acceptance of these conditions.
4. Booking fee (deposit) to be paid, fee will be refundable if event not accepted by Hall Association Committee. Booking will be confirmed by Committee and Hirer advised accordingly.
5. Association Committee to review Hire and confirm as soon as practicable.
6. Hire Fee to be paid prior to event as per normal Hire Conditions.
7. \$1000 Bond to be provided prior to giving Hirer access to Hall.
8. Hirer to meet with Committee member when gaining access to Hall and provide evidence and information showing compliance of conditions of hire (Responsible Adult, Bar location and service, evidence of registration of event with police).

Committee member will also give run through of Hall and facilities.
9. Event / function to take place
10. Hall to be cleaned after event
11. Inspection of Hall to occur, bond to be returned within 7 days if condition of Hall acceptable. If unacceptable, hirer to be given opportunity to make good, otherwise balance of bond to be used to make good. Additional costs will be invoiced to hirer.