

Hall & Community Centre Hire - Conditions



The Shire of Capel welcomes you and we hope that the event taking place in our facility will be successful. The information below details the conditions that apply when hiring our facilities.

*****Please note that all Shire buildings are smoke free*****

Keys

Keys will only be issued if hire fees and bond have been paid in full. Please allow sufficient time for staff to check your booking when collecting a key. Unless a prior arrangement is made, please return all keys immediately the event has concluded. Sites for key collection and drop off are as below.

- Dalyellup Community Centre - collected from Dalyellup Library (9795 7815)
- Gelorup Community Centre keys - collected from Dalyellup Library (9795 7815) or the Shire offices in Capel (9727 0222).
- Hugh Kilpatrick Hall – collected from Boyanup Library (9731 5639)
- Jack & Mary Kitchen Community Centre - collected from Boyanup Library (9731 5639)
- Peppermint Grove Beach Community Centre - collect from Shire Office, Capel (9727 0222)

Setting Up

If paying by the hour for your event, you can book the first hour at no charge to allow time to set up. Please check when making your booking.

There are chairs and folding tables available for use in the halls. Please do not remove them from the facility. Additional furniture or equipment is not to be brought into the Hall or Community Centre without prior permission from the Shire of Capel.

The following items are NOT to be used at any of our facilities:

- Glitter, table scatters or confetti;
- Cello tape/Masking tape is not to be used on any painted surface;
- Smoke machines, Pyrotechnic devices, dry ice;
- Helium balloons; or
- Dance floor materials (for example Palais glaze, Wax or Weeties).

EXIT signs and EXIT doors must remain clearly visible at all times

Cleaning Up

If paying by the hour for your event, you can book the last hour at no charge to allow time to clean up. Please check when making your booking. At the conclusion of your event you are required to:

- Leave the Hall or Community Centre clean and tidy;
- Dispose of rubbish in the green bins provided and leave outside for collection;
- Sweep the floor and mop up any spills on floors, walls and any other surfaces;
- Put away furniture. Trolleys are provided for shifting chairs and folding tables. PLEASE DO NOT drag stacks of chairs or folding tables across the floor;
- Plates, cups, saucers and dishes must be cleaned and placed in cupboards and urns emptied. Tea towels and detergent are not provided;
- Oven, microwave and fridge must be left clean (do not turn fridge off);
- Remove all party equipment (i.e. streamers, balloons etc)

If the venue is not cleaned to the Shire's satisfaction you will be charged for additional cleaning.

Damage

Report any damage, breakage, or malfunction of equipment to the Shire immediately, or if not possible, the next business day.

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Leaving the Hall/Community Centre

Before you lock the front door, please check that the:

- kitchen, exit doors, windows and stage (Hugh Kilpatrick Hall, Boyanup only) are locked;
- men's urinal is flushed;
- kitchen urn is emptied and turned off; and
- all lights are turned off.

If there is a security alarm make sure that it has been armed otherwise you will incur a call out fee from the Shire. A security call out to lock doors and windows following your function will result in the sum of \$50 being deducted from your bond.

Cancellations

In the case of a cancellation the following fees will apply.

- Hirers must give at least 4 weeks' notice of their intention to cease using the venue, or at least 5 business days' notice for a cancellation within a periodic hire period (i.e. a single date in their schedule of reservations).
- If a booking is cancelled, all monies paid in advance will be refunded, except when the cancellation is not made in accordance with the requirements above, in which case 50% of the total hire fee will be retained.

Emergency Evacuation Procedures

Please make yourself and your guests aware of the Emergency Evacuation Procedures displayed in the building.

EXIT signs and EXIT doors must remain clearly visible at all times

In the event of a Declared Emergency

The Shire reserves the right to cancel a function at short notice in the event of an emergency that may require either the use of this facility or may impact on this facility. You will be notified as soon as possible by a Shire Officer.

Using the Stage (Hugh Kilpatrick Hall, Boyanup)

Please do not shift the piano off the stage or allow children to play there. Contact the Shire for permission to move any fixtures if necessary. Hirers should on no account repair or alter the fuses in the stage power box. Please report any electrical issues to the Shire immediately – Shire staff will arrange repairs.

Declaration

I _____ hereby agree to abide by these terms and conditions of hire and will ensure that they are all carried out as described above.

Signature _____ Date _____