



## Hall Management Policy

### **INTRODUCTION**

This Policy lays out the guidelines for all levels of Kiama Downs Surf Life Saving Club Inc in relation to the hire of the club hall to members and non members. It shall be read in conjunction with the Constitution of the Kiama Downs Surf Life Saving Club Inc.

### **Purpose**

To ensure an efficient booking system for the hire of our Hall and accurate accounting for money collected.

### **Responsibility**

Hall Manager and Treasurer of the Kiama Downs Surf Life Saving Club Inc.

### **Procedure**

Enquiry by email;

- Hall Manager is to respond to the enquiry and send a CC of the email response to the Treasurer. (If the Hall Manager is on holidays the Treasurer will respond to the email and CC the Hall Manager)

- Email response is to include the following wording "Please download a casual Hall Hire Agreement from our website and send the completed form together with a \$50 deposit to PO Box 3135, Kiama Downs NSW 2533"

Enquiry by phone;

- The person receiving the enquiry should make sure they provide sufficient information so that a deposit is sent, with the casual hire agreement to our PO Box 3135, Kiama Downs NSW 2533.

- The Hall Manager should immediately update our club website to indicate that a date has been tentatively booked.
- The Hall Manager should co-ordinate all viewing of the hall as required by the Hall Hirer.
- The Treasurer should write a receipt upon receipt of the \$50 Deposit.
- The receipt number is to be noted on the back of the original Casual Hall Hire Agreement.
- The Treasurer should send out the standard Acknowledgment Letter to the hirer together with a copy of their signed Agreement and the receipt for the deposit.
- The Treasurer should update the club website with the "booking receipt No." to show that a deposit has been paid and the date is now held for the hirer.
- The Treasurer should place the original Casual Hall Hire Agreement in the blue folder in the office at the Surf Club for the Hall Manager.

- The Treasurer should ensure the back of the Casual Hall Hire Agreement has been completed as appropriate.
- The Treasurer should organise banking of the balance of the booking fee at the completion of the hall hire.

On the date of the booking the Hall Manager should;

- Organise for the hall hirer to collect the yellow key
- Sighting of required documentation (Public Liability insurance & security arrangements if appropriate)
- Collect the bond
- Collect the balance of the hire booking fee.
- Issue a receipt for the balance of the booking fee and note the receipt number on the original copy of the Hall Hire Agreement.
- Place the money within the safe for collection by the Treasurer.
- Place a red and yellow bin at the front door for use by the hirer.
- Ensure the hall is clean and tidy.
- Check supplies of toilet paper and hand towel in the toilets.

**Public Liability insurance** is to be organised with Kiama Council by the Hirer. If the hirer presents on the day of the booking without confirmation of the required insurance being taken out the following should be undertaken;

The Hirer is to transfer by electronic funds transfer direct to the Kiama Council bank Account – BSB 032 689 – Account Number 000 014

The Hirer will email to Kiama Council at [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au) and advise their name, date of the hall hire, number of people attending and their contact details.

A confirmation of the funds transfer and email should be provided to the Hall Manager by the Hirer to be held with the Casual hire agreement.

- At the conclusion of the booking the Hall Manager should;
  - Ensure the Hall has been left clean and tidy.
  - Check the oven has been left clean and the alfoil replaced.
  - Retain the bond if damage has occurred and repairs are required.
  - Collect the yellow key.
  - Return the bond if the hall has been left undamaged.
  - The hirer is to sign the Casual Hire agreement as confirmation of the return of the bond.
  - Place the completed original Hall Hire agreement within the safe for collection by the Treasurer.
  - Place bins for collection by Council on the council strip at the front of the surf club.

General responsibilities of Hall Manager;

- Ensure the Hall is clean and tidy prior to any booking.
- Ensure sufficient supplies of toilet paper, hand towel and cleaning products.
- Ensure Cutlery and Plates are stored in a tidy manner and sufficient supplies are available for 100 people.
- Ensure the fridge in the kitchen is kept clean and empty.

## CONCLUSION

The above policy will assist in ensuring that the hire of the club hall to members and non members of the Kiama Downs Surf Life Saving Club Inc is dealt with in timely and accurate manner.

(To be printed on Kiama Downs SLSC Inc letterhead)

Date

Name  
Address  
Address

Dear Name,

Thank you for confirming your booking for the use of our Hall on the Date.

Please find attached a receipt for your deposit of \$50.00. This deposit is not refundable if you cancel within one month of the hall hire booking.

I have attached some general information in relation to the hire of our hall. Please let me know if you require further detail.

Please contact either our hall Manager, Name on (Mobile Phone Number contact) or our Club Captain, Name on (Mobile Phone Number contact) to organise collection of the key on the day of your booking.

Kind regards

Name  
Treasurer  
Kiama Downs SLSC Inc

## Kiama Downs SLSC Inc Hall Hire

The hall is available for set up from 12pm on the day of booking unless otherwise organised. A key will be provided which will allow access to the front door of the clubhouse.

When collecting your key it will be necessary to provide the following;

- Balance of your booking fee
- Proof of Public Liability
- Proof of Security (required for 18<sup>th</sup> & 21<sup>st</sup> Birthday parties only).
- Bond

Public Liability can be organised through Kiama Council. The fee schedule is calculated on the number of people attending your function and is set out below;

1 – 25 People	\$ 30.00
26 – 50 People	\$ 60.00
51 – 99 People	\$ 90.00
100 or more	\$150.00

The hall must be left clean and tidy by 10am the next morning.

The bond will be refunded when your key is returned and the hall has been deemed to be left clean and tidy.

### ***Equipment Provided;***

- Tables – 12 (183cm x 76cm) Located in the storage cupboard on west side of Hall
- Chairs – 100 (Located in the storage cupboard – west side of Hall)
- Cutlery – 100 Settings (Located in kitchen cupboards under the window)  
(Knives, Forks, Desert Spoons, Soup Spoons, Teaspoons)
- Dinner Plates – 100 (Located in kitchen cupboards under the window)
- Urn
- Industrial Dishwasher
- Cleaning Equipment
  - Vacuum Cleaner (Located in the storage cupboard – west side of Hall)
  - Mops (Located in kitchen)
  - Brooms (Located in kitchen behind the door)
  - Garbage bins & liners (Located in kitchen draws under the Urn)
  - washing Up equipment (Located in kitchen under the sink)
  - Tea Towels (Located in kitchen draws under the Urn)

### Available with prior notice

- Electric Oven/Gas cooktop
- Gas Barbeque (\$50.00 additional fee)
- Full bar service (\$100 additional fee)
  - Bar staff are provided
  - Bar Price list is attached.

Toilets are located downstairs – toilet paper, hand towel and soap are provided.