



Hall Hire 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 Money Handling Policy and Constitution of the Kiama Downs Surf Life Saving Club Inc.

Purpose

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

Responsibility

Hall Manager, Treasurer and Executive of the Club as appropriate.

Procedure

Hall hire rates will be set at the Annual General Meeting of the club.

The Club hall will be hired at a discounted rate to members who have been financial members of the Kiama Downs Surf Life Saving Club Inc for a period of at least 18 months.

The Club hall may be hired to community groups at no charge with Executive Committee approval. A community group is a group which is:

- Registered with Australian Charities and Not for Profit Commission (ACNC), or
- Their governing body is registered with ACNC, or
- Sporting groups that, as part of their administrative requirements, satisfy annual reporting regulatory requirements

The Surf Club hall may be hired to the general public dependent upon;

- The reason for the hall hire
- Availability – of the hall and Bar Staff if required.

Note - Under no circumstances is the hall to be hired for 18th birthday parties

Casual Hall Hire

All enquiries and booking requests are to be made via email or the online booking website.

The Hall Hire Manager should respond to booking enquires within 48 hours of the enquiry being made.

The Hall Manager should co-ordinate all viewings of the hall as required by the Hall Hirer.

The Hall Manager should update the online booking website to indicate that a date has been booked.

A Casual Hall Hire Agreement/Terms and Conditions **MUST** be completed prior to any hall hire being agreed upon to ensure the hirer acknowledges the conditions of hire as well as providing details of the hall hirer, date and reason for hire.

A receipt is to be issued upon payment of the \$50 holding deposit. No bookings will be taken without the payment of a deposit.

Hall Hire deposits can be made online via the SLS online payment systems, by cash, direct credit to our bank account, EFTPOS or via the online booking website. No hall hire will be accepted without payment of the deposit.

An invoice is to be generated and provided to the Hirer requesting full payment of the hall hire be made at least 3 days prior to the date of booking.

The balance of payments for Hall Hire can be made online via the SLS online payment systems, cash, direct credit to our bank account or via EFTPOS. No access to the hall will be granted without full payment of the hall hire and bond and acceptance of the Hall Hire Terms and Conditions.

On the date of the booking the Hall Manager should;

- Organise access to the hall
- Collect the bond.

At the conclusion of the booking the Hall Manager should;

- Return the bond if the hall has been left undamaged.
- Retain the bond if damage has occurred and repairs are required. A receipt for the bond should be issued and provided to the hirer.
- Place bins for collection by Council

General responsibilities of Hall Manager;

- Ensure the Hall is clean and tidy prior to any booking.
- Ensure sufficient supplies of toilet paper 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.

Recurring Hall Hire

Recurring hall hire agreement requests are to be taken to a management committee meeting prior to an agreement being reached between the club and a hall hirer.

Recurring hall hire agreements are to be reviewed every six months.

An invoice is to be issued by the Treasurer on a monthly basis to the hirer and raised within the accounting program of the Kiama Downs SLSC Inc. Failure to pay any invoice issued should be notified to the committee at a monthly management committee meeting.

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 a timely and appropriate manner.

Reference and Further Reading

Casual Hall Hire Agreement/Terms and Conditions of Hire which are found on the Club website.

Kiama Council Website
www.kiama.nsw.gov.au