POLICY 9.04

Recreation Services

Use of Council Facilities, Venues and Equipment

Version: 1 **| Next Review:** November 2030

DISTRICT COUNCIL of TUMBY BAY

1. INTRODUCTION

The District Council of Tumby Bay supports equitable community access to its facilities and maintains a longstanding commitment to making these available for hire to schools, community groups, and other organisations.

2. POLICY OBJECTIVES

To provide a consistent and transparent framework for the use, hire, and management of Council-owned facilities, venues, and equipment.

3. SCOPE

This policy applies to all Council-managed:

- Facilities (e.g. hall, stage, kitchen, meeting room)
- Equipment (e.g. sound systems and associated assets)
- Hirers, including community groups, government agencies, businesses, and individuals

4. GENERAL CONDITIONS

Hirers of the Council's facilities, venues and equipment are expected to demonstrate standards of conduct and behaviour that are consistent with relevant legislation, regulations and policies. All use is subject to Council approval and availability. Council business and operational needs take priority.

Hirers must comply with:

- General Conditions of Permit
- WHS requirements
- Insurance requirements
- Council reserves the right to refuse or cancel bookings
- Fees and charges apply as per Council's permit conditions

If the District Council of Tumby Bay becomes aware of any breaches of this Policy, the persons hiring the Council facilities may not receive their bond fee refund. Upon collection and return of the key the premises will be inspected by the hirer and a Council staff member and the checklist completed and signed.

5. CONDITIONS OF HIRE - TUMBY BAY SOLDIERS MEMORIAL HALL, STAGE, KITCHEN, MEETING ROOM

5.1 Approval of Permit

- All bookings must be approved by an authorised Council staff member.
- Applications must be submitted in advance and confirmed in writing prior to use.
- Bookings are not confirmed until all required documentation, fees, and bond payments are received.

- Once booking is confirmed a permit will be issued. The permit may be revoked by Council if the permit holder fails to comply with a condition of the permit and may be revoked in any other justifiable circumstance.
- The use of the hall may be granted up to 36 hours prior to the time of hire for decorating purposes, subject to availability. Notice MUST be given in advance at the time of booking.
- The permit is not transferable.
- Activities must be lawful, respectful, and consistent with Council's values.

5.2 Fees and Charges

- Hire fees and bond payments apply in accordance with Council's current Fees and Charges schedule, which is subject to annual review.
- The bond includes a $50 key deposit. The amount of the bond depends on the facility and covers potential cleaning, damage, additional usage, or extended hire periods; any costs exceeding the bond amount must be paid by the hirer.
- No access (including key issuance) will be provided until the bond has been paid in full.
- The Chief Executive Officer may approve reduced fees for charitable or not-for-profit organisations; requests must be made in writing.

5.3 Care and Condition of Facility

- At the completion of the function, all floors must be swept, tables, chairs and other furniture placed in their original positions and all areas cleaned to the satisfaction of Council. Failure to do so may result in cleaning fees being charged.
- All litter resulting from any function must be removed from the hall and adjoining Council property before 12:00pm the following day.
- The permit holder shall ensure that all doors and windows are securely fastened and lights, heaters and urns are switched off when leaving the facility.
- The hall's wooden flooring is a valuable asset and must be treated with care at all times. Hirers are required to take all reasonable steps to prevent scratching, marking, or other damage.
- Cost of repairing and/or replacing any damaged furniture, fixtures or fittings will be the responsibility of the permit holder.

5.4 Insurance and Liability

- The hirer, in paying the prescribed fee, will be covered by a general public and products liability insurance policy.
- The hirer must ensure that all the exits are kept clear of any furniture or equipment at all times.
- The hirer must take note of the locations of all fire extinguishers and fire hose reels prior to any functions/performances.
- Council accepts no responsibility for loss, theft, or damage to personal property.

5.5 Cancellations

Normal hire charges may be applied if a cancellation is not received at the Council office at least two days prior to the reserved date.

5.6 Alcohol, Smoking, and Catering

- Smoking and vaping are strictly prohibited within the building; non-compliance may result in forfeiture of the bond and/or refusal of future bookings.
- Alcohol consumption is permitted only with the appropriate licence and prior Council approval. Hirers are permitted to consume, supply or sell liquor in the premises but must obtain a liquor license. Information about liquor licensing and an application form can be obtained at Consumer & Business Services site (formerly Office of Liquor & Gambling). www.cbs.sa.gov.au
- All hirers are required to ensure that any service of alcohol at the venue is conducted by a person holding a valid Responsible Service of Alcohol (RSA) certification, in accordance with applicable legislation and licensing requirements.
- Applications should be lodged at least 28 days prior to the function being held.
- If you wish to apply for a license past 01:00am you will need the written approval of Council.
- If you wish to apply for a license which includes an outside area you will need the written permission of Council.
- In applying for a license, you will need to notify the police.
- Catering arrangements must be approved and comply with relevant health and safety requirements.
- Hirers are required to ensure that caterers hold a Food Handler Certificate.
- All documentation is to be provided to the Council for the permit approval.

6. SOLDIERS MEMORIAL HALL – SOUND SYSTEM AND EQUIPMENT

- Sundry items may be hired with prior approval by completing Hall Sundry Hire Application. Sundry hire will incur a fee as per Council's Fees and Charges. This will be invoiced post event.
- Furniture and room setup must not be altered without permission and must be returned to its original configuration.
- The venue's sound system (Public Address, or PA System) is available for hire only when operated by a trained and approved operator.
- No person other than the designated trained operator is permitted to operate the sound system under any circumstances.
- A separate fee will be incurred where the PA system is hired.
- A current register of trained operators can be provided by Council upon request. Non-compliance with this requirement may result in cancellation of sound system use.

7. POLICY REVIEW & EVALUATION

This Policy will be reviewed at least every four (4) years or as required by legislative change.

8. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.tumbybay.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's schedule of fees and charges.

9. FURTHER INFORMATION

File reference	R26/11805
Responsibility	Chief Executive Officer
Version	1
Effective date	14/07/2026
Last revised date	N/A
Minutes reference	18c/72026
Next review date	November 2030
Applicable Legislation	Liquor Licensing Act 1997 Liquor Licensing Regulations 2012 Responsible Service of Alcohol (RSA) requirements Food Act 2001
Related Policies	
Related Documentation	District Council of Tumby Bay Soldiers Memorial Hall Hire Application Form District Council of Tumby Bay PA System – Application for Hire Tumby Bay Hall – Sundry Hire Form Hall Hire – Kitchen Hire - Checklist

AUTHORITY: Adopted by Council: 14/07/2026 {Motion 18c/72026}

SIGNED: .....

Responsible Officer