

# POLICY 9.03

## Recreation Services

### Sound System Hire – Soldiers’ Memorial Hall

Version: 1 | Next Review: July 2023



#### Policy Statement

The objective of this policy is to provide direction to organisations, groups and the general public on the use and hire of the Tumby Bay Soldiers Memorial Hall sound system.

#### 1. INTRODUCTION

The District Council of Tumby Bay's Soldiers' Memorial Hall is made available to organisations, groups, schools and the public wanting to hire the hall for occasions that benefit either the whole of the community or a specific target group within the community and to individuals looking to hire the facility.

#### 2. HIRING

Any user wishing to hire the sound system is required to complete a "Permit for Occasional Hire" application form which is available from Mortlock Street Tumby Bay during office hours. Bookings for the hall and sound system are processed in order of receipt and depend upon the availability at the time of booking. Council reserves the right to reject any booking.

#### 3. INSPECTION AUDIT

The hirer is to accompany a Council employee on an inspection audit of the facilities and sound system prior to the event and at the completion of cleaning of the facilities (after the event). The Hirer and Council staff member to sign off on the inspection audit.

#### 4. CONDITION OF HIRE

- 4.1. The sound system is to be used only in the Soldiers' Memorial Hall.
- 4.2. The sound system is to be made available for hire **with a trained operator provided** to the public when hiring the hall.
- 4.3. The sound system can be made available for hire **without** a trained operator if those hiring the hall **have a trained operator** of their own.
- 4.4. Council has operators willing to train anyone wishing to learn how to safely use the sound system and become a trained operator, this includes members of the public, Council employees and Councillors. This will be made available to applicants by appointment.
- 4.5. **No one other than trained personnel** with an appropriate certificate is to be allowed access to and operate the system.
- 4.6. Council will keep a register of trained operators (R19/10868)

#### 5. ADHERENCE TO POLICY

If the District Council of Tumby Bay becomes aware of any breaches of this policy the persons hiring the Soldiers Memorial Hall may not receive their bond fee refund.

#### 6. FORMS & DOCUMENTS

- Policy 9.02 Hire of Tumby Bay Soldiers Memorial Hall
- District Council of Tumby Bay Permit for Occasional Hire of Council Facility

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SIGNED: .....

Responsible Officer

Date: 13 / 08 / 2019

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