

# **OKHAHLAMBA LOCAL MUNICIPALITY**

## **HALL ADMINISTRATION POLICY**



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2013/2014

## **COMMUNITY VENUE/HALL HIRE POLICY 2012/2013**

### **INTRODUCTION**

The HALL HIRE POLICY of OKHAHLAMBA LOCAL MUNICIPALITY 2012/2013 financial year was adopted by the Council on the 31 May 2012 and approved as its final adoption and any amendments and reviews will be done annually .

Community venues, community halls, multiple purpose hall, recreational centres designed, financed and operated by the OKHAHLAMBA LOCAL MUNICIPALITY shall serve the public interest, and shall Endeavour to serve the communities as part of its social service.

Multiple purpose venues such as the Indoor Sports Complex, utility Hall etc shall be used in the best interests of Council, subject to adequate arrangements that would not compromise or impede the multiplicity of use.

These arrangements could include advance notice of Councils intent, alternative dates or venues, as well as a negotiated understanding that is in the best interest of all parties.

### **THE COMMUNITY VENUES / HALLS SHALL BE USED FOR THE FOLLOWING:**

Subject to the discretion of the Council, which shall deem those activities / functions that would be deleterious to the municipal facility, or which, would undermine the Councils policy on good governance and the following various events with various charges and security be considered.

**CHARGES/FEES FOR VARIOUS EVENTS**

	Charges	Security	Total amount
• Weddings	R300,00	R400,00	R1000,00
• Engagements	R150,00	R200,00	R350,00
• Fund Raiser Functions	R100,00	R150,00	R250,00
• Community Activities(Disco, 0 ingoma dance)	R400,00	R600,00	R1000,00
• Community meetings	R150,00	R200,00	R350,00
• Drama and Theatre productions	R500,00	R200,00	R700,00
• Musical productions	R50,00	R150,00	R200,00
• Auditions	R250,00	R300,00	R550,00
• Indoor sport and creation	R200,00	R150,00	R350,00
• Churches	R150,00	R200,00	R350,00
• Political Party meetings	R150,00	R200,00	R350,00

Social activities, not listed above will be considered subject to scrutiny.

**HIRING COUNCIL FACILITIES**

The hirer is required to be 18 years of age and above, and where necessary, Council’s Booking Officer ( Thusong Services Manager ) may request proof of age prior to accepting the booking, however Council reserves the right to refuse any booking if considered that such bookings is not in the best interest in the preservation of Council’s facilities.

**DEPOSIT / SURETY**

Payment of a deposit to cover cleaning/damage/additional usage and hire fee, is required prior to use of the facility. No booking is confirmed until payment of the deposit and hire fees is paid in full. Arrangements will be made for the refund of the deposit on the receipt of advice from the Cleaning Supervisor that the facility has been left in a excess of the deposit amount will be invoiced to the user. Note that deposit monies may take up to three weeks to be returned once deposit forms have been submitted to Council.

## **CHARGES / FEES FOR DIFFERENT EVENTS**

### **LAW AND ORDER**

Compliance with the provisions of Statutory Authority acts relating to the use of Council amenities including the Environmental Protection Act (noise). Reduction of the volume of sound level output if ordered by Council's Law Enforcement Officers. Hire of any facility shall comply with the provisions of the National Health Act, Liquor Act, Police Act and criminal code, or any other Act in force and the Council's By-laws.

### **NO SMOKING POLICY**

All Recreation Center and Halls under the direct care, control and management of the OKHAHLAMBA LOCAL MUNICIPALITY are deemed NO SMOKING AREAS. Non-compliance with the policy may result in a loss deposit and/ or the person or organization being refused any future use of the facility.

### **REFUND OF FEES FOR ONCE OFF FUNCTIONS**

Refund of fees subject to written notice of cancellation being received:

- Twenty-one (21) days or more prior to the booking, a full refund of hire fees will be made;
- Not less than fourteen (14) nor more than twenty (20) day prior to the booking, a half refund of hire fees will be made and
- Less than fourteen (14) days prior to the booking, no refund will be made.

### **PERMANENT BOOKINGS**

Permanent bookings are accepted for all facilities, if paid monthly in advance. Failure to make regular monthly payments may result in the use of the facility being denied. Twenty-four (24) hours notice is required for any additional booking. Seven (7) days notice of cancellation is necessary otherwise payment is required and may be deducted from deposit monies.

### **COUNCIL / CIVIC FUNCTIONS**

**Council reserves the right to cancel a date if the facility is required for an official function approved by Council.** Every effort will be made to ensure

that you have sufficient notification to make alternative arrangements if this should occur.

## **EQUIPMENT**

- Tables and Chairs are provided as part of the booking fee, but should any additional tables and chairs be required, these are to be provided at the hirer's expense. Extreme care must be taken in transporting and positioning tables and chairs, in order that such equipment does not damage the floor of walls, otherwise a charge will be applied for any maintenance or additional cleaning material required.
- The municipality does not supply crockery and cutlery.
- It is hirer's responsibility to provide these items for themselves.
- Hirers are not permitted to use equipment belonging to another hirer/groups, which is located in the facilities without the owner's consent.
- Hires may not move municipal property (including musical instruments such as pianos, organs, public address system) without obtaining prior Council permission.

**“Please note that kitchens are for warming of food only, not for cooking purposes.”**

## **GUESTS**

- Hires are responsible for the actions of guests / members whilst using the premises.
- Hires shall not invite more guest than specified under the Occupational Health and Safety Act for the facility.

## **HIRED AREA**

The driving of tacks, nails, screws or affixing of adhesive materials, etc into or any of the woodwork or walls or any part of the building, equipment or fixtures is not permitted.

### **The hirer must ensure that:**

- No lights or lighting fixture is interfered with in any way.
- The use of confetti or similar materials is allowed but to a limit
- All decorations, including flowers and all equipment used in excess of equipment provided by Council must be removed immediately the period of hire terminates.
- No damage is caused to the building or any property, chattels, equipment, fixtures or fittings contained in the building.
- No Council property, chattels, equipment, fixtures or fittings are to be removed from the facilities.

- No inconvenience is caused to the owners or occupiers of property in the vicinity of the facilities.
- People attending functions are to remain within the \are hired.
- Consideration of others is appreciated. Please DO NOT ENTER the hall before your designated time as other user groups may be using the structure/hall.

### **FLOORS**

No talcum powder, sawdust, resin or other surface altering substance is to be used. Plants containing water are not to be placed on floors. If floors are damaged in any way, a charge will be made for restoration.

### **CLEANING**

The hires shall replace all equipment in places designated by Council staff or cleaning supervisor / hall caretaker. All decorations, rubbish, etc must be removed and all areas used are to be left in a clean and tidy condition by the time the period of hire terminates. A clean up time of 1 hour is available free of charge, after which time the normal rate applies.

Should all equipment not be removed by the end of the function and the caretaker is required to open the facility the next day to allow equipment to be collected as fee of 60.00 per hour will be incurred and deducted from deposit monies.

**Articles and goods left during the hire of the hall are left at the hirer's/owner's risk. The municipality accepts no responsibility for any items left on the premises after the completion of functions.**

Any kitchen or food preparation area is left in a clean condition and that all rubbish is placed in the bags or other receptacles provided (except wet rubbish, which is to be removed).

### **SET UP TIME**

When requested, as up period for regular bookings will be considered up to a maximum of 1 hour at no extra charge, subject to the nature of the booking. For one off special bookings (weddings, fundraisers etc.) a maximum set up period of 1 hour at no charge will be permitted. Any additional set up time be charge at the normal rate.

### **CURFEW (CLAMPDOWN)**

The curfew for Council facilities is 12:00 midnight so as not to inconvenience nearby residents. Music and refreshments must end at the hire designated by

the hirer and definitely go no later than curfew. Please ensure that you have vacated the building at the agreed time. Failure to do so may result in additional charges.

### **LIQUOR**

Where a charge for entry or payment for alcohol is involved, an Occasional Liquor Permit must be obtained from the South African Police Services.

Kegs of beer containing drinks are prohibited at all times on any wooden floor area and are only allowed in the kitchen/bar area and/or the outside courtyard. Compliance with the request is highly appreciated otherwise a fee may be levied for additional works required on floor area.

### **SECURITY / CALLOUTS AND KEYS**

Please ensure that confirmation of your booking has made with the Caretaker at least (7) days prior to the commencement of your function. Where a late notice call out to open a building occurs, this may result in a fee being levied to recover the costs invoiced.

All doors and windows must be secured when the premises are vacated.

If the Caretaker or the Security Company is called out after hours to secure a building, the user at fault will be billed the cost of the call out accordingly.

Any alarm systems (where fitted) must be armed as required. If the alarm is not armed at time of vacating the building or by the time your function was designed to finish, the Council or Security Company will be called out to secure the building and charge will made to the user group.

### **CHARITABLE ORGANISATIONS**

The Municipal Manager has authority to approve a reduction in fees for charitable organizations, in accordance with Council's "Use of halls by Charitable Organisations and Community Groups" Policy and Register. However retrospective request for fee reductions are not able to be considered.

***Policy Adopted by Council on \_\_\_\_\_ as per***

***Resolution \_\_\_\_\_***