

Casual Hire of Community Facilities: Quick Reference Guide for Hirers

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Introduction

Knox has many great community facilities, including sports pavilions, community halls, meeting rooms, neighbourhood houses, senior citizens' halls and children's facilities. These are important to the community.

The Casual Hire of Community Facilities Policy (the Policy) and Casual Hire of Community Facilities Handbook (the Handbook) set out the requirements that must be followed for casual hire of Council's community facilities.

These requirements ensure fair, equitable and consistent access, effective risk management and optimise use of community facilities.

This fact sheet summarises the key information in the Policy and Handbook to help hirers know what is required to book a community facility.

Scope

The requirements apply to bookings at these Council facilities:

- Community halls and meeting rooms;
- Community centres and neighbourhood houses;
- Kindergartens and playgroups;
- Senior citizens centres;
- Sporting pavilions;
- Scout and Guide halls;
- Council-run arts and leisure centres.

Frequently Asked Questions for Hirers

How do I book a facility?

Most Council community facilities are managed by a community organisation under an agreement with Council. Facility managers are responsible for advertising how to book their venues and making casual hire bookings.

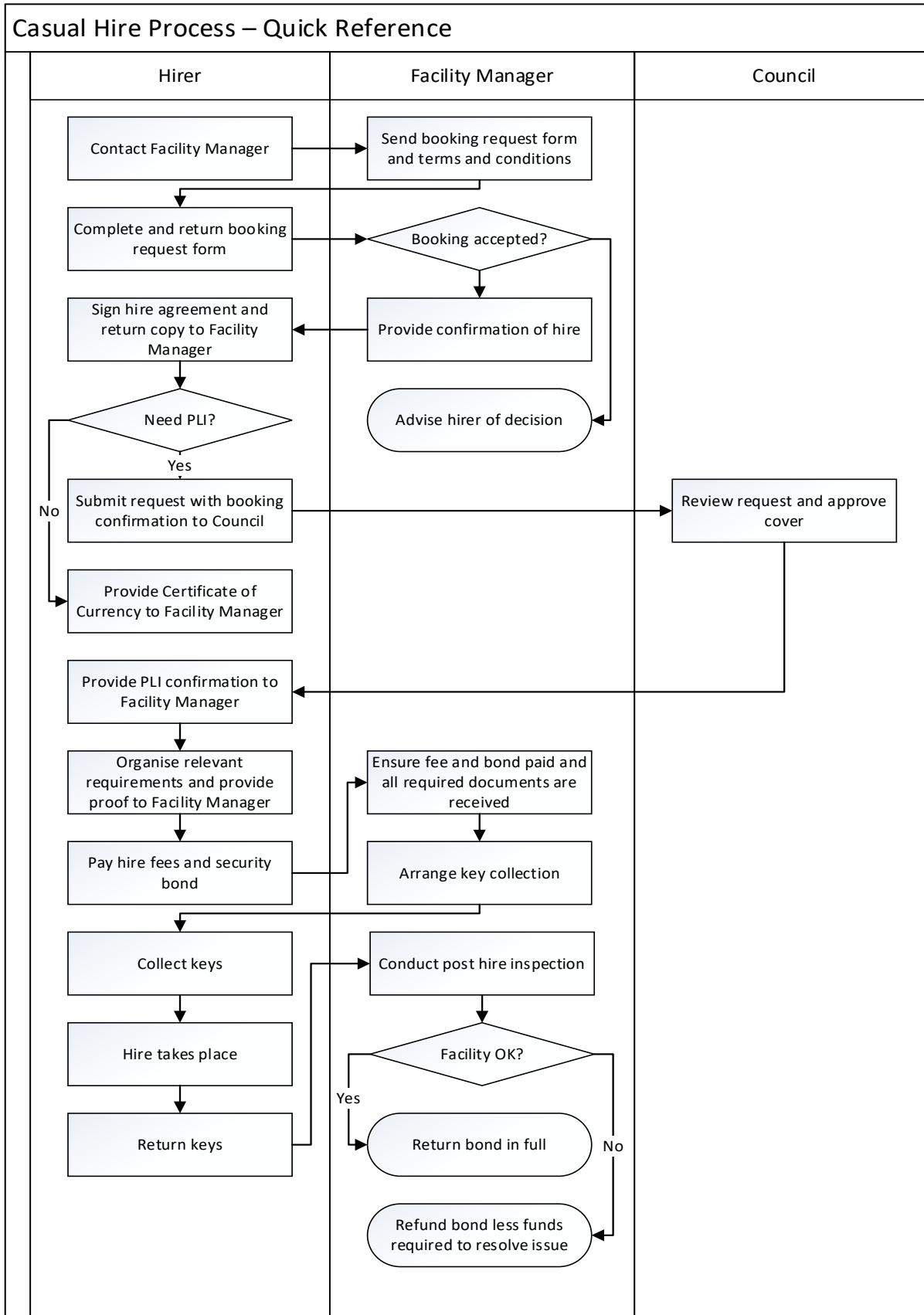
Council's website has information on our community halls here:

<https://www.knox.vic.gov.au/our-services/libraries-venues-and-facilities/find-venue-or-facility-hire>

If the Council owned facility you want to hire isn't listed, you can contact Council's Customer Service Team on 9298 8000 or knoxcc@knox.vic.gov.au and we can help direct you to the right person.

The flow chart on the next page sets out the basic steps to book a community facility.

Booking Process Flow Chart



Do I need public liability insurance?

Yes, all hirers require \$20million public liability cover and this must be confirmed by facility managers before the event.

If you are hiring on behalf of an organisation, you may have this already, and should provide a copy of your Certificate of Currency to the facility manager.

If you don't, you can organise cover from Council. You will need to provide Council with a letter from the facility manager confirming the booking date and pay the associated fee. You will then receive confirmation of cover, which you can provide to the facility manager.

Will I have to pay a security bond?

Yes, all Hirers must pay a security bond, at least one week prior to the booking date.

The facility manager will assess a number of factors (number of guests, type of event, previous bookings, consumption of alcohol, time of hire, etc.), to determine the appropriate bond levels. Council sets the fee for each security bond level.

Bookings where there is alcohol consumed, the event last four hours or more, and is expected to have more than 75 guests in attendance must pay a Level 3 Security Bond.

Can people drink alcohol at my event?

If you are serving alcoholic drinks to your guests and they are not paying for it, or if they are bringing their own drinks, a liquor licence is not required.

If the facility has a liquor licence, you will need to abide by those rules. The facility manager will let you know what those rules are, such as what times alcohol can be consumed and where you are permitted to drink.

Casual hirers are not permitted to sell alcohol at Council facilities. Selling alcohol includes:

- A paid bar.
- Including alcohol in the cost of attending. For example, you cannot sell tickets to a fundraising event and offer free alcohol on arrival and throughout the night. Even if it is only one glass, this still counts as selling alcohol.
- Offering alcohol as a prize in a raffle.

What food can I bring in?

You can provide your guests with any food you like. The facility manager will tell you if they have any specific rules.

If you are not selling food, you don't need a permit. If you want to use a person or business to provide catering, they should be a registered food business. If you're doing the catering yourself, you don't need to be registered.

If you wish to sell food, you will need to obtain the relevant food permit, and provide a copy to the facility manager.

Temporary or mobile food premises can use the Streatrader website at streatrader.health.vic.gov.au

What are the requirements in relation to COVID restrictions?

All casual hirers must adhere to the current COVID requirements, including vaccination mandates. The facility manager will provide you with information relating specifically to their facility.

Do I have to register with Partysafe?

You must register your event with Victoria Police's Partysafe Program if alcohol will be consumed, the event will last four hours or more, and attendance is expected to be more than 75 guests (including children).

This must be done at least one week prior to the booking date. Depending on what your event is, the facility manager may require you to register your event with Partysafe even if it doesn't meet all these conditions. This is at their discretion.

You can register with Partysafe online at <https://www.police.vic.gov.au/party-safe>

Do I need to hire security guards?

If your event will have alcohol consumed, last four hours or more, and attendance is expected to be more than 75 guests (including children), you must hire licensed security guards. Proof must be provided to the facility manager at least one week prior to the booking date. Depending on the nature of your event, the facility manager may require you to register your event with Partysafe even if it doesn't meet all these conditions. This is at their discretion.

For every 75 people, there needs to be one security guard. For example, if your event has 50 people, you will require one security guard. If your event has 80 people, you will require two.

What are the rules about noise and music?

Hirers must make sure nearby residents aren't disturbed by noise. This includes music (live or recorded), televisions and PA systems as well as noise made by guests entering and exiting the facility.

The Environment Protection Agency (EPA) sets out times that noise must be ceased to ensure residents aren't disturbed. These times are:

Weekdays, before 7am

Weekends, before 9am

Sunday to Thursday, after 10pm

Friday, Saturday, and the night before a public holiday, after 11pm

For more information about noise and music, visit <https://www.epa.vic.gov.au/for-community/environmental-information/noise/residential-noise/residential-noise-law>

Can I hold a raffle or fundraising event?

Yes, Fundraising events are welcomed. Some types of fundraising, such as bingo and raffles may require a permit from the Victorian Commission for Gaming and Liquor Reform.

For more information about minor gaming permits, visit <https://www.vcglr.vic.gov.au/>

Who can hire a Council community facility?

Hirers must be aged 18 and over. Facility managers may ask for photo identification for proof of age and address.

What are the Child Safe Standards and do I need to comply with them?

If you are an organisation that is legally required to comply with the Child Safe Standards, as set out in the *Child Wellbeing and Safety Act 2005* (Vic), you must adhere to the Child Safe Standards. By agreeing to the terms and conditions, you confirm that you are compliant. You are not required to provide any documentation to the facility manager.

Can I decorate the venue?

You cannot decorate in a way that may cause damage to the facility. This means that you cannot nail, screw or otherwise pierce the walls, floors and doors at facility.

The facility manager can confirm what decorations are permitted and how they can be affixed.

Can I bring animals to the facility?

Service animals are always allowed at Council community facilities.

If you wish to bring a mobile petting zoo or similar animal activity, you will need to get approval from the facility manager. If the outdoor space at a facility is shared or publically accessible, you will need to seek approval from Council before permission can be provided.

Where can I get more information?

Because so many of Council's community facilities are managed by community groups, the best place to go for more information is the facility manager for the venue you want to book. They will be able to give you all the terms and conditions and explain the particular requirements for that facility.

Council's website has information on our community halls here:

<https://www.knox.vic.gov.au/our-services/libraries-venues-and-facilities/find-venue-or-facility-hire>

If speaking to the facility manager doesn't give you all the answers you need, contact Council on 9298 8000 and we can help.