

# Park Holme Community Hall Committee of Management Inc

ABN 15 100 922 657

PO Box 172  
PARK HOLME SA 5043



638 Marion Road  
PARK HOLME SA 5043

## INFORMATION FOR POTENTIAL HIRERS OF PARK HOLME COMMUNITY HALL

(Updated 15 Dec 2021)

### About the Hall

1. The Hall's facilities comprise a main hall and one 'break out' room (the "Wallala Room"), all fully air-conditioned. (Refer attached photos.)
2. The tables in the Wallala Room are foldable, on wheels and can be moved easily from room to room. The tables in the main hall and kitchen are heavier, and ideally should not be moved from room to room.
3. There are separate male, female and disabled toilet areas.
4. There is a basic kitchen (stove, microwave, sink, preparation area, refrigerator, large urn), and some utensils and crockery. Some basic cleaning materials are provided.
5. A well-stocked first aid box is located in the kitchen. If any particular item is depleted, please contact the Hall Management Committee so that the item can be replenished.
6. The carrying capacity of the Hall depends on the nature of the function, and under **normal** circumstances there is seating for:
  - o main hall: about 60 persons at tables, and about 80 persons in rows of chairs
  - o Wallala Room: about 10-14 persons at tables, and about 20 persons in rows of chairs (with the tables wheeled out of the way).
7. There is a large room at the back of building. It is leased out to another regular user group and is out of bounds, except to gain access to the bins located in the back yard.

### Hire fees & availability

1. The Hall is generally not hired out for parties.
2. **Regular hire:** from \$20 per hour for a regular hirer (community/not-for-profit, weekly/fortnightly on a long term basis), plus a **\$300 bond**. The bond is payable in advance of your first hiring. Hire fees are invoiced every month.
3. **One-off hire:** from \$30 per hour for a regular hirer (community/not-for-profit, weekly/fortnightly on a long term basis), plus a **\$300 bond**. The bond and hire fees are both payable in advance of the event.
4. The bond will be refunded providing the Hall's Management Committee is of the opinion you have left Hall in a satisfactory condition.

### COVID-19

1. Under COVID-19, SA Government regulations currently limit the capacity of the Hall and the restrict the type of activities, and these regulations change from time to time. Current information will be provided on request.
2. The Hirer **must have a nominated COVID Marshall** in attendance at their event. The Marshall must be certificated by the SA Government for that purpose. For further information, go to <https://www.covid-19.sa.gov.au/recovery/covid-marshals>
3. Safe hygiene and social distancing requirements must be observed. It is the responsibility of the Marshall to remind participants at your event of their obligations.
4. Disinfectant spray is supplied and should be used to sanitise all surfaces that are commonly touched, including table tops, handles, toilets. (There is no need to 'wet' the surfaces.)
5. Hand sanitiser gel is supplied. Hall users are requested to exercise good hand hygiene and make use of the gel.
6. Some disposable face-masks are supplied in the first aid box. They are not an inexpensive item and are supplied as a service. They should only be used in exceptional circumstance when users forget to bring their own.

## Required information

Potential hirers need to provide complete and accurate answers to the following questions before the Hall's Management Committee decides whether to issue a hire permit:

1. Have you hired another community hall within the last 18 months? If so: which one? when? for what purpose?
2. What is the nature of your event? (e.g. meeting, social gathering, party etc)
3. How many people would be in attendance at your event?
4. What would be the age profile of the people attending your event?
5. Who would be the responsible adult supervising the event?
6. Would alcohol be served at your event? (If so, you may need to arrange a liquor license prior to the event.)
7. Would food be served at your event? (If so, the Hall's Management Committee would require you to thoroughly clean and deodorise the Hall, and take away all garbage generated by the event. This is important so that the Hall is left in a fit state for others who use the Hall immediately after you.)
8. Would music be played/PA system used? (If so, your electrical equipment would need to be tested and tagged so that it is safe to use. There are also Council restrictions on noise levels. The Hall is in a residential area.)

