

# CONDITION OF USE FOR HIRE

## COMMUNITY ROTUNDAS

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The conditions of use outlined in this document relate to hirers of both the Heidelberg Park Rotunda and Greensborough War Memorial Park Rotunda. Any breach of these conditions outlined below may result in you being responsible for expenses resulting from the breach.

### APPLICATIONS

Applications or enquiries for a Rotunda can be made by telephoning 9490 4302 by emailing [hallsandmeetingspaces@banyule.vic.gov.au](mailto:hallsandmeetingspaces@banyule.vic.gov.au) or through our website [banyule.vic.gov.au/halls](http://banyule.vic.gov.au/halls) or scan the QR code.



### FEES AND CHARGES

The annual fees and charges for the use of all facilities are set prior to Council's annual budget in July of each year.

The hire fee must be paid within **one month** of making a tentative booking.

### CANCELLATION

Any cancellations made less than **one (1) month** prior to the booking date, full hire fee will be charged.

Banyule City Council is empowered to cancel any booking made, for reasons of national or district emergency. In the event of this occurrence any hire charge will be refunded in full.

### CLEANING OF FACILITY

It is the responsibility of the user to ensure that the facility and surrounding areas are maintained clean and tidy at all times. Should the facility and surrounding areas, not be left in satisfactory condition, the costs incurred will be the responsibility of the user. **Confetti is not permitted.** Rose pedals and rice are a good alternative.

### DAMAGES

The hirer shall accept full financial responsibility for damage to Council, Private or Public property.

### SIGNAGE

No notice, sign, advertisement, scenery, fittings or decorations of any kind shall be erected on a rotunda, without the prior consent from Banyule City Council.

### CONSUMPTION OF LIQUOR

A Liquor Licence is not required unless a charge is made for alcoholic drinks, or liquor is sold or raffled at the facility. In this case approval is required before applying for licence.

The hirer must abide by Governance Local Law No.2 (2015) alcohol free zone, signage is within the park outlining times

## GAMBLING

No game of chance, at which either directly or indirectly money is passed as a prize, shall take place in any part of the rotunda.

## NOISE LEVEL & TIME RESTRAINTS

Noise must be kept within Environmental Protection authority and Banyule City Council Regulations.

No Amplified Music. All functions must cease by the following times:

**Monday to Thursday 10.00pm, Friday & Saturday 12.00am, Sunday 11.00pm**

There is then one hour to clear, clean and vacate the facility.

## KEYS (ONLY IF ACCESS TO POWER IS REQUIRED)

All Banyule City Council keys are on a restricted key system limiting the duplicating of keys. Any keys issued to the hirer must be signed for and are to remain in the control of the hirer.

Banyule City Council will organise key issue from:

Greensborough Customer Service Centre  
Level 3 – 1 Flintoff Street Greensborough

- For Weekdays bookings, by 4:30pm the **day** prior to the booking
- For Weekends bookings, by 4:30pm the **Friday** prior to the booking.

It is the responsibility of the hirer to ensure the key is returned by the following day for weekday events or on the Monday for weekend events to the Customer Service desk.

## INDEMNITY AND PUBLIC LIABILITY

The hirer shall in no way hold Banyule City Council or its officers, employees, agents or contractors in any way liable or responsible for any act, default or omission of any kind arising out of or in connection with the use of a rotunda resulting in any injury, illness or accident to any person or loss or damage to any property.

## SUBLETTING

The facility must not be sub-let or any tenancy transferred or assigned without the written consent of Council.

## EMERGENCY EVACUATION PROCEDURES

### EMERGENCY EVACUATION

- Identify exact nature and location of the emergency
- Remain calm and leave in an orderly manner
- Report to emergency authority (e.g. Fire Brigade) on status of all persons
- **Emergency after hours contact: 9490 4222**

**SAFETY** of the users of the rotunda and your guests is **your responsibility** whilst under your care and control.