



# Upper Lachlan Shire Council Taralga Memorial Hall COVID-19 Process and Booking Forms



Please Contact  
[Council@upperlachlan.nsw.gov.au](mailto:Council@upperlachlan.nsw.gov.au) for further information

## Community Halls and Venue Requirements

Council will continue to work with the community in line with the NSW Health regulations

### **All Venues must follow the key points below**

- Hand Sanitizer, Wipes and Masks must be made available at all venues
- COVID-19 safety plans are suggested but not mandatory

### **Council's Expectations**

#### **REQUIREMENTS FOR HIRE / USE OF PUBLIC HALLS / COMMUNITY FACILITIES**

Thank you for enquiring to make a booking. Council's Taralga Office manage the day to day use of the Taralga Memorial Hall and wish to share this fact sheet along with key information you will need to provide ahead of utilising the facilities.

All bookings must be **emailed** through to [Council@upperlachlan.nsw.gov.au](mailto:Council@upperlachlan.nsw.gov.au) **Attention Taralga Office – Taralga Memorial Hall Request – YOUR GROUPS NAME**

All groups must adhere to the booking processes for their space or when out-hiring to members of the community. A minimum of **two weeks notice** to Council must be received to hold the venue.

**Before making a booking make sure you have viewed the fees and charges section on Council's website.** These can be found online at the below link: <https://www.upperlachlan.nsw.gov.au/planning-development/fee-information/fees-and-charges>

#### **Booking Form and Process**

- All bookings must have a Council Booking Form submitted to the facility manager/Council prior to use.
- **A CONFIRMATION EMAIL WILL NEED TO BE RECEIVED FROM COUNCIL FOR THE BOOKING TO BE CONFIRMED. WITHOUT THIS, USE OF THE FACILITY WILL NOT BE GUARANTEED.**
- A cleaner must be organised ahead of the booking and after the booking to make sure cleanliness is managed accordingly.
- Payment (if applicable) must be made 48 hours before accessing the facility.
- Insurances must be current.
- A key to the venue will only be issued when full payment for your hire has been received.
- **Please find included**
  - **Fact Sheet of what is expected when you utilise this space**
  - **Booking / Payment form**

#### **Liability / Damages**

Upper Lachlan Shire Council do not accept any liability for damage, loss or injury to any member of your party or possessions. Guests agree to not make any claim against the facility/ management for any damage or loss to their goods or valuables, regardless of how or where the loss or damage occurred.

***\*\*A bond may be requested to be paid for use of the space. This is at the discretion of Council for use of the facility\*\****



# FACT SHEET

## Wellbeing of users / visitors

- If you or someone attending has been unwell please ensure you/they do not attend.
- Provide volunteers and visitors with information on COVID-19, including when/where to get tested, physical distancing and cleaning protocols.
- Display conditions of entry (website, social media, venue entry).
- Contact attendees prior to arrival that they understand the above conditions of use before entering the premises.

## Physical Distancing

- It is recommended to keep 1.5 metre distancing for safety.
- Consider displaying signage with arrows to direct the flow of visitors/traffic control

## Cleaning and Exit Process

- When entering the venue check the space has been cleaned. If it hasn't contact the venue/facility manager you have booked with.
- The Committee / coordinator of booking must arrange for cleaning to occur after use of venue.
- Clean frequently used areas during use. Clean before and after use with detergent / disinfectant and allow for sufficient time between bookings to ensure this occurs.
- Use disinfectant solutions with an appropriate strength and use in accordance with the manufacturer's instructions.
- Ask users/visitors to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.
- All removal of rubbish to correct designated bins and removal of all items from the premises.
- If a key has been provided to your group please ensure all windows, doors and facilities are secured before vacating.
- Make sure gas heaters, fans and electricity points are turned off accordingly.
- Keys are returned at the end of booking, failure to do this will mean your bond will not be released.

## Personal Hygiene

- Adopt good hygiene practices.
- Ensure you have sanitizer and disinfectant wipes/spray available.
- Ensure bathrooms are well stocked with hand soap and paper towels.
- Encourage users / visitors to bring their own personal hygiene equipment and to remove personal belongings at the end of a booking

# Hire Fees Taralga Memorial Hall & Court House.

Current as of 1st July 2022.

All fees are inclusive of Gst. Except security deposit/Bonds

	<b>General Public</b>	<b>Not For</b>
<b>Profit Organisation</b>		
Main Hall-Full Day (8hrs-9am-5pm)	\$ 225.00	\$157.50
Main Hall- Night (After 5pm)	\$ 200.00	\$140.00
Main Hall- Half Day	\$ 110.00	\$ 77.00
Main Hall- Rehearsals (for Future booked event)	\$ 35.00	\$ 24.50
Supper Room	\$ 55.00	\$ 38.50
Foyer Area	\$ 30.00	\$ 27.00

**NOTE:** The hire of the hall includes the table and chairs.

Not for Profit Organisations eligible to receive 30% Discount on hire fees only

Security Deposit/Bond (lodged at time of booking) \$ 150.00

Security/ Bond- if alcohol being consumed at function \$ 300.00

Heating System- Gas Consumption. \$ per litre \$ 1.44/L

Please note: Gas Fee retained from bond prior to refund

Gas fee Formula- Meter read by ULSC staff before/after event.

Eg: meter reading 271-261 x 3.7=37 ltrs @ \$1.44 = \$53.28

X 25% = \$13.32

Total = \$66.60

## Court House

Per Hour	\$ 31.00
Per day (max 8 hours-plus cleaning costs if necessary)	\$ 108.00
Cleaning fee	\$ 42.00
Security Deposit/Bond (lodged at time of booking)	\$ 150.00

## Council – Taralga Memorial Hall Hire Application

APPLICANT'S DETAILS			
Date(s) of Hire for Taralga Memorial Hall	<i>**If multiple please advise all dates/Times</i>		
Full Name			
Organisation		Position Held	
Postal Address			
Telephone No	Mobile No.	Email Address	

DETAILS OF HIRE				
Taralga Memorial Hall (Advise which area)	Event Description	Attendance numbers	Time of Booking	Bond/Alcohol

CONDITIONS OF USE AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>▪ The key must be returned to the an ULSC office. This is the applicant's responsibility to return the key to a ULSC office at the end of your booking. Failure to do so may result in a fee to be charged.</li> <li>▪ Notification must be made to Council if you wish to change your nominated key holders.</li> <li>▪ If the key is lost it must be reported to ULSC nominated representative as soon as possible on 02 4830 1000 during business hours or email <a href="mailto:council@upperlachlan.nsw.gov.au">council@upperlachlan.nsw.gov.au</a></li> <li>▪ The key must not be lent or shared with other people. <b>No additional keys are to be cut.</b></li> <li>▪ Please ensure all windows and doors are secured and the air-conditioner/heaters are turned off when leaving the premises</li> <li>▪ Please ensure all rooms used are left clean and tidy condition by your club.</li> <li>▪ Upper Lachlan Shire Council do not accept any liability for damage, loss or injury to any member of your party or possessions. Guests agree to not make any claim against the facility/ management for any damage or loss to their goods or valuables, regardless of how or where the loss or damage occurred.</li> </ul> <p><b>**A breach of any of the above conditions of use may result in key access being revoked.</b></p>

APPLICANT DECLARATION		
<input type="checkbox"/> I declare that I have read I have read the above, and accept the detailed requirements/Conditions outlined by the facility and Upper Lachlan Shire Council.		
<input type="checkbox"/> I accept to return keys by the end of the booking, I note if keys are lost a replacement payment fee will be charged.		
Applicants Name	Applicants Signature	Date

**SUPPLIER REQUEST FOR PAYMENT**

**HIRE OF COUNCIL FACILITY (HALL/COMMUNITY/SPORT FACILITY)**

*Please provide details for an invoice to be raised*

**Section 1 – Contact Information**

ORGANISATION / COMMITTEE			
ADDRESS:			
	STATE:		POSTCODE:
EMAIL:			
PHONE:			

**Section 2 – Payment Details (if a credit / refund needs to occur these details will need to be obtained)**

ACCOUNT NAME:			
ACCOUNT NUMBER:		BSB:	
ABN:			

**Section 3 – Authorisation Details**

This section needs to be completed by persons who have authority for approving payments.

AUTHORISERS NAME	AUTHORISING SIGNATURE	DATE
		/ /

**Office Use**

INVOICE and CONFIRMATION SENT/ DATE	PAYMENT RECEIVED / DATE

CALENDAR NOTE ADDED TO DIARY	
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INSPECTION OF VENUE COMPLETED TO SATISFACTION AT END OF BOOKING	<input type="checkbox"/> Key Returned <input type="checkbox"/> Cleanliness <input type="checkbox"/> Gas metre reading _____ <input type="checkbox"/> No breakages
DATE AND SIGNATURE OF STAFF MEMBER _____	