

# Village of Hall and District Progress Association

Hall Cottage Operational Policy

Version 1 – June 2024

## 1 PURPOSE

This policy provides guidance for operation of the Hall Cottage.

## 2 SCOPE

The Hall Cottage is the former Headmasters Cottage, constructed c.1960 and identified as of heritage significance as part of the *original* Hall School. The Cottage is located in proximity to buildings occupied by the Hall Men's Shed, Tennis Courts, community pizza oven and Hall Heritage Centre. There is walking access from Hoskins, Palmer, and Victoria Street and a small carpark provides driving access from Palmer Street.

The VHDPA licence agreement with ACT Property group for the broader school precinct requires the Cottage to be made available for casual hire.

This policy applies to casual and regular hire of the Cottage.

## 3 POLICY

Operation of the Cottage is primarily a community service provided by the VHDPA consistent with the objects of the Association. The Cottage is available for casual or regular hire by community groups, organisations and the general public for public and private events.

### 3.1 Permitted uses

Uses of the Cottage must be lawful and conducted in a manner that does not disrupt the quiet residential nature of the area and nearby activities of the VHDPA.

Birthday events for ages 10-30 are not permitted.

The VHDPA reserves the right to refuse or cancel a hiring.

The Cottage shall not be used for the sale of alcohol and users hirers must ensure responsible service of alcohol.

The Cottage is a non-smoking venue.

Fires and open flame devices are strictly prohibited.

### 3.2 Access

The period of hire commences and concludes strictly at the agreed times.

Cottage facilities (kitchen and bathrooms) are not available to users of the wider school precinct outside of agreed hire periods. [Alternative facilities are available elsewhere on the School site.]

### **3.2 Hire times**

The Cottage is generally available 7 days per week.

The Cottage may be used for small social events between 9 am and 6 pm.

The Cottage may be used for meetings, workshops, yoga classes or similar between 9 am and 9 pm.

### **3.2 Noise**

Hirers are subject to the noise limits set out in the *Environment Protection Act 1997 (ACT)* and the *Environment Protection Regulation 2005 (ACT)*.

Playing of music or other noisy activity shall not be conducted outside the Cottage.

### **3.2 Capacity**

The Cottage is suitable for gatherings of no more than 25 persons, indoors.

### **3.3 Hire fees.**

Hire fees ordinarily apply and aim to achieve some recovery of the VHDPA's operating costs, at its discretion. Fees are reviewed annually.

Free casual or regular use may be offered to community groups (incorporated or unincorporated) that provide a community benefit to the Village of Hall and District (postcode 2618).

### **3.4 Public Liability insurance**

All hirers holding a public event or providing a public service to the community must provide evidence of their own public liability insurance to a value of \$10 million. Hirers will be asked to provide a copy of their Public Liability Insurance coverage prior to the event

### **3.5 Cleaning, setting up and packing up**

- a. The use of decorations is permitted provided they do not mark or damage any part of the building. Glitter, party poppers and balloons are not permitted.
- b. The Cottage must be left in a clean and tidy condition with hard floors swept and mopped. Carpet must be vacuumed. Toilets must be cleaned and floors mopped. Spills must be wiped up. Kitchen surfaces must be wiped down, fridge wiped out and contents removed. Furniture must be returned to

original positions. Rubbish bins must be emptied and rubbish placed in the exterior red bin, or removed from the site.

- c. The hirer agrees to pay cleaning fees if the Cottage is found in an unsuitable condition.
- d. The hirer may wish to pay a \$100 fee for commercial cleaning in advance, payable to, and to be arranged by the VHDPA.
- e. Hirers must ensure that damage does not occur to contents, fittings and equipment contained within the Cottage. Users must report any damage to the VHDPA and make good any damage, beyond fair wear and tear.
- f. Hirers must close windows and doors, turn off lights and air conditioning at the end of the hire period.
- g. Hirers setting up should note the position of fire extinguishers and fire exits, and fire exits must be kept clear at all times.

## **6 DEFINITIONS OF TERMS OR ABBREVIATIONS USED**

**Public event** – a public event is an event which is:

- Open to members of the public and/or
- Advertised to the general public and/or
- Is either free to attend or has an entry cost and/or
- Supplies or promotes goods or services.

**Private event** – is an event which is:

- By invitation only, eg, small party
- Private events would be covered by the VHDPA's public liability insurance
- In the event of a public liability insurance claim the hirer must pay the excess fee.

### **Related Policies:**

Facilities Fees and Charges Schedule Community Support Policy

Version 1 – August 2022