



**Dunsborough & Districts  
Progress Association**

**Old Dunsborough Hall**

**Information and Booking pack**

**Reviewed June 2016**



**The Hall is currently managed by the  
Dunsborough and Districts Progress Association.**

**Contact Details for all enquiries and bookings are:**

**Mobile 0417 479 573**

## Hall Management

The City of Busselton leases out the management of the Hall and the current management agreement is with the Dunsborough and Districts Progress association (DDPA). The Dunsborough and Districts Progress association (DDPA) manage the bookings of the hall.

***NB: All members of the DDPA including the Hall Management person are volunteers. Please consider this when leaving the Hall after use.***

## Hall Maintenance

The City of Busselton is responsible for the ongoing maintenance of the Hall in consultation with the DDPA. Requests for improvements to the Hall must come through the DDPA who will then direct the requests to the appropriate City officer.

## Insurances

The DDPA would like to draw your attention to the following information provided by the City about general insurances of the Hall.

The City of Busselton has insurance for the Hall building.

The City of Busselton has a Casual Hirers Liability Cover. It states  
“A casual hirer means any person or group of persons (not being a sporting body, club, association, corporation, or incorporated body), who hires a city facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or 12 times per calendar year.”  
The cover is general liability to third parties for death/illness or personal/bodily injury & loss or damage to property as a result of an occurrence happening in connection with the use of the facility by the hirer and is basically for weddings, family gatherings or small community groups not using the hall more than 12 times per year. If an incident/damage does occur from the “casual hirer”, please provide photos of the damage/incident as soon as possible & contact Property Coordinator who will advise on repairs.

The City advises that “All other regular users must have their own public liability insurance & a certificate of currency for the current year must be shown to the DDPA prior to hiring the hall.”

On the Hall hire agreement, Terms and Conditions 5, 6 and 10 all refer to indemnifying the City of Busselton and DDPA of any claims that may be made as a result of use of the Hall.

- Any user items left in the Hall that is not a permanent fixture is left at the owner’s risk

## General Terms of Hiring the Hall

1. To abide by the following conditions and pay all expenses caused by any default hereunder:

*I. Not to place nails/pins/ fixing devices onto the walls or ceilings to decorate hall, display objects, provide set designs without prior permission from the Hall sub- committee.*

*II. Not to alter any fixtures or design of the Hall*

*III. At the expiration of hire to take all things which may have been brought into the Hall and to replace all previously placed equipment in its correct position.*

*IV. Not to leave any electric lights, appliances or leave taps running in the hall ( The main kitchen fridge should be left ON)*

*V. To ensure that all equipment is returned to correct location and the hall is securely locked before leaving, including windows and doors.*

*VI. Key is returned to the authorised person/place at the end of hire period*

2. To indemnify the DDPA and City of Busselton against any claim, loss or expense which may be made or arise as a result of the use of the Hall.
3. That it is an express condition of this contract of Hire that the DDPA and City of Busselton shall not accept any liability for any damage, illness or injury caused or found to be caused to any person or property as a result of our acts, omissions, or our guests or invitees or persons under our control.
4. Animals are not permitted in the Hall as it is a Local Government property unless it is a Guide Dog. Please do not bring any animals to the Hall or use any of the Hall's facilities to care for or house an animal.
5. The Hall is an "Alcohol free venue" unless special permission is granted by owner - the City of Busselton. We/I shall seek the prior consent of the City if we wish to consume, sell or serve alcohol in this City facility and ensure the appropriate license is obtained for the sale of alcohol. (Please note that it is deemed to be the sale of liquor when liquor is given away and the person has paid for admission to the premises or for seating in the premises or has been asked to make a donation of money by collection or otherwise) and that the rules and regulations, as provided by the Liquor Licensing Act (1988), are adhered to.
6. If music is to be included as part of a Hall event and the event is a party, the noise will generally exceed the prescribed levels. The DDPA asks that amplified music must stop at 10pm Monday to Thursday and Sunday, and at 12 midnight on Friday & Saturday. In most cases residents near the Hall will tolerate "one off" parties if they have been advised in advance of the date and times. However, the Environmental Protection (Noise) Regulations 1997 state that the person emitting the noise is the person committing the offence therefore each new group or individual who hires the hall wears the responsibilities in relation to these regulations. If the general public have issues their first point of call is the Police. The Police have powers to turn off music or confiscate equipment.
7. *Regular Users will have priority over one off events but the Hall Manager may suggest that one off Hall user approaches regular Hall user to negotiate otherwise.*

## General Hall Information

- The Hall has regular users and some of them have equipment stored within the Hall. Please do not interfere with equipment that is obviously not part of the Hall's equipment. EG: ballet bars, theatre lights.
- The hall has a non-slip floor – wax polished (Talc or French chalk are not permitted).
- The hall has 3 access doors – Enter through the kitchen door and ensure when you leave the hall that all doors are securely locked from inside and exit through the kitchen door.
- It would be appreciated that if users notice any damage or hazards that they report them to the Hall Manager.

**The Hall is managed by a volunteer so please consider bringing your own plastic bags for all rubbish removal, cleaning, tea towels and food preparation equipment.**

### Cleaning

***The Hall is cleaned and toilet supplies are filled once a week however the user needs to:***

- Sweep & mop all floors after use if required
- Remove all food and clean surfaces, fridge and gas top if used
- Check Toilets and remove rubbish and clean before vacating

### Rubbish & Recyclables

- Rubbish bins need to be emptied into the green & recycle bins outside the back kitchen door.
- Cardboard boxes need to be collapsed before putting in the bin.
- Please take home recyclables especially wine/beer/soft drink bottles - If there is an excess & they do not fit in the recycle bins, please take home as RECYCLING IS ONLY COLLECTED FORTNIGHTLY.

### Kitchen & Bar

- Limited kitchen equipment and utensils are available.
- The kitchen is graded for the reheating and warming of pre-prepared food – it is not a commercial kitchen. Wipe down all surfaces.
- Fridges in both the kitchen and the bar should be wiped clean. The Bar Fridge should be turned OFF – leaving the door slightly ajar with a chair or something. Kitchen Fridge should be left ON.
- The microwaves, pie warmer and oven should be washed or wiped clean.
- There are no bottle opening implements in the Bar room.
- Wash and leave all glass and plastic wares in boxes provided. Wipe down all surfaces.

### Emergency Hall Information:

These numbers are DDPA committee members who are Hall Managers. They are all volunteers.

Please respect their privacy by contacting them after hours **ONLY** if there is a problem at the Hall which prevents you using the Hall. If you have any further questions please ring Monday-Friday 9-5.

- Call 0412 221 117 DDPA Hall Manager