

CAMPANIA HALL

45 Reeve Street, Campania

Looking for the perfect space for your next event?

Step into the story of Campania at our historic local halls – where generations have gathered, celebrated, and connected.

Campania Hall is more than just a venue – it's a part of our community's heritage. Whether you're planning a birthday, wedding reception, community meeting, or workshop, the Campania Hall offers a welcoming and versatile space to suit any occasion.

Hire Rates

- 1.** The Hall fees have been set to encourage use by our community.
 - a. \$25.00 per hour (includes kitchen, supper room, hall & heaters)
 - b. Full day Hire - \$200
 - c. Refundable Bond - \$250
- 2.** A booking form is required to be completed to hire the hall (appendix 1)

Conditions of Hire

Responsibility & Liability

- 1.** The hirer uses the hall and all equipment entirely at their own risk
- 2.** The hirer agrees to indemnify the Campania Halls Management Committee against all claims, damages, injury or loss.
- 3.** The hirer is responsible for any damage or injury occurring during the hire.
- 4.** If costs exceed the bond, the hirer must pay any additional amount required
- 5.** The bond will be refunded if there is:
 - a. No damage
 - b. No breach of conditions
 - c. No abnormal cleaning required

Security Bond

- 1.** A refundable bond of \$250 is required at the time of booking.
- 2.** The bond covers:
 - a. Damage to the building, fittings, or furniture
 - b. Additional cleaning required
- 3.** Refunds will be processed after at least one full business day.

Cleaning & Setup

- 1.** The hall must be left as it was found.
- 2.** This includes:
 - a. Returning furniture to original positions
 - b. Cleaning and returning crockery and cutlery
- 3.** All rubbish must be removed and disposed of offsite.

Hours of Use

- 1.** Hours of use:
 - a. Monday-Thursday: 7.00 am – 10.00 pm
 - b. Friday-Saturday: 9.00 am – 12.00 am (midnight)
 - c. Sunday: 9.00 am – 5.00 pm
- 2.** Evening functions must be cleaned, vacated and locked by midnight

Additional Fees

- 1.** Fees may apply for:
 - a. Setup and clean-up services
 - b. Setup or pack down exceeding 2 hours
 - c. Additional days of use.

Cancellation Policy

1. Cancellation within 24 hours of booking will result in 50% of the hire fee being charged.

Alcohol & Licensing

1. The hirer is responsible for:
 - a. Obtaining any required liquor permits
 - b. Complying with the *Liquor Licensing Act 1990* (Tas)

Food Sales Requirements

1. Under the *Food Act 2003*, it is a legal requirement to notify Southern Midlands Council if:
 - a. Food is being handled for sale, or
 - b. Food is being sold (even for one-off events)
2. A temporary food license may be required depending on the type of food.
3. The Council's Environmental Health Officer will assess requirements to ensure safe food handling practices.

Smoking

1. Smoking, e-cigarettes and vaping devices is prohibited inside this building.
2. Smoking is not permitted within 4 metres of the entrance/exit door.

Public Liability Insurance

- 1.** Public liability insurance is mandatory to hire the hall.
- 2.** A certificate of currency must be provided as proof of insurance.

If you do not have insurance:

- 3.** You may apply to be covered under the Council's Community Liability Policy
- 4.** A fee of \$25 applies
- 5.** To apply:
 - a. Complete the application form (appendix 2)
 - b. Submit via email to ccd@southernmidlands.tas.gov.au

Safety & Responsibilities

- 1.** The Hirer must:
 - a. Provide their own first aid equipment
 - b. Provide their own cleaning supplies
 - c. Ensure the premises are secure when leaving:
 - i. Windows and doors locked
 - ii. Lights, heater and urn turned off.

Restrictions

1. No camping permitted on the premises or surrounding grounds
2. No gas cylinders indoors (eg BBQ, heaters, spit roasts)

Personal Property

1. The Hall Management Committee is not responsible for:
 - a. Loss
 - b. Theft
 - c. Damage to the hirer's belongings.

General Conditions

1. The Hirer must comply with all conditions of use
2. Failure to do so may result in:
 - a. Loss of bond
 - b. Additional charges

Appendix 1

	
Hall Hire Application	
1. Applicant Information	
Date of application	
Name/ Organisation	
Street Address	
Suburb/State/Postcode	
Phone Number	
Email Address	
2. Venue Detail	
Venue	
☐ Campania Hall, Reeve Street ☐ Campania War Memorial Hall ☐ Colebrook Hall ☐ Mangalore Hall	
Date and Time (start and finish)	
3. Event Details	
Type of Event	
Number of people attending	
Will there be any food production on premises?	(☐ Yes ☐ No)
Will there be any food sales?	(☐ Yes ☐ No)
If yes, it is a legal requirement under section 84 of the <i>Food Act</i> 2003 to notify Council if you are planning any activity that involve either the handling of food intended for sale or the sale of food. It may be necessary to obtain a Temporary Food License from Council or provide a copy of your current Food License (if operating on a permanent basis). Please contact Council to discuss on (03) 6254 5050.	
Will alcohol be sold to individuals?	(☐ Yes ☐ No)
If yes, please attach permit	
4. Public Liability	
Do you have your own Public Liability Insurance	(☐ Yes ☐ No)
If yes, please provide your Certificate of Currency If no, Councils Community Liability Insurance will be required.	
Are you applying for Councils Community Liability Insurance?	(☐ Yes ☐ No)
If yes, complete application form.	
5. Notification Of Chief Fire Warden	
Nominee name	
Nominee Address	
Suburb/State/Postcode	
Nominee contact number	
Agreement	
I have read, understand, and accept the hiring conditions imposed and the charges, and hereby apply to book the above nominated venue, date(s) and time(s). I undertake responsibility for ensuring that all individuals/groups using the premises in association with this application shall comply with these conditions	
Signature	

Appendix 2

	
Application for Community Liability Insurance Coverage	
1. Applicant Information	
Name/Organisation	
Address	
Suburb/State/Postcode	
Phone Number	
Email Address	
Date of Birth	
Driver's License Number	License Sighted ☐ Yes ☐ No
2. Event Details	
Location of event (include venue name and full address):	
Type of Activity to be covered (eg market, BBQ):	
Expected Attendance:	
Will alcohol be sold, supplied, or consumed at the event?	☐ No ☐ Yes (please attach permit)
Date and Time (start and finish):	
Has a Risk Management Plan been Completed?	☐ No ☐ Yes (attach if available)
3. Terms and Conditions	
Community Liability Insurance will be subject to the following terms:	
Where the hirer does not have Public Liability Insurance, a short term policy may (subject to policy limitations) be available for purchase.	
Payment of a Community Liability Insurance coverage fee as per Council's current fees and charges schedule of \$25.	
4. Categories of Coverage	
Policy Type A - Hirers of Council Owned or Controlled Facilities	This provides coverage for uninsured hirers of Council Owned or Controlled facilities. It applies to all casual, ad-hoc and regular hirer, provided hire occurs no more than 52 times per annum (per hirer)
Policy Type B – Various Participants of Council Run or Council Approved Events or Programs	This provides coverage for various uninsured participants including but not limited to Performers, Stallholders, Artists, Buskers, Street Stallholders, Artist Occupying Studios, Tutors, Instructors (excludes child care, foster family and sporting activities)
5. Payment Method	
☐ Policy Type A	☐ Policy Type B
☐ EFT ☐ Cash ☐ Credit Card	
Amount Paid:	Receipt No:
6. Exclusions	
Sexual Abuse	Sporting Activities
Amusements	Security Personnel
Children's toys and second hand electrical items/tools	Fireworks/Pyrotechnics
Child Minding/Child Care Services	Rock/Pop Concerts
Communicable or Infectious Disease (Total Listed Human disease Exclusion)	
7. Applicant Declaration	
☐ I acknowledge that I have read and understood the terms and exclusions listed above.	
I declare that the information provided is true and correct to the best of my knowledge.	
Signature of Applicant:	Date: