

Hall Hire Terms & Conditions

Shire of Donnybrook Balingup (June 2025)



Booking Times

The start and finish times for all bookings must include time for setting up and packing down, which must also include any deliveries and arrivals, or cleaning required for external providers. Hirers are not permitted to access or use a Shire facility outside of their finalised and confirmed booking.

Hirers that use the facility outside of business hours will be given instructions on how to access and lock up the facility.

Access & Keys

Keys are to be collected and returned to the appropriate location during open hours by the Hirer (please see below). If the Hirer is unable to do either during the open hours of the relevant location, alternative arrangements must be organised in advance. Keys will not be issued unless all booking requirements have been fulfilled.

Please note that the Hirer is responsible for the keys and securing the facility after use.

Key Collections & Returns

Balingup Town Hall

Balingup Public Library – 40 Jayes Road, Balingup, WA 6253

- Open Tuesday, Thursday & Saturday (closed on public holidays & where otherwise stated)
- (08) 9764 1037
- blibrary@donnybrook.wa.gov.au

Donnybrook Memorial Hall

Shire Administration Office – 1 Bentley Street, Donnybrook, WA 6239

- Open Monday to Friday (closed on public holidays & where otherwise stated)
- (08) 9780 4200
- shire@donnybrook.wa.gov.au



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Fees & Cancellations

Payment is required at the time of booking. Hire charges are viewable for each facility on SpacetoCo. The Shire's Schedule of Fees & Charges is adopted annually by Council, and can be viewed in full online via the official Shire website.

The Shire reserves the right to cancel a function at short notice in the event of any situation that may require either the use of this facility or may impact on this facility or its Hirers.

Facility Standards & Cleaning

The Hirer will be responsible for maintaining the condition and cleanliness of the facility. Failure to leave the facility in an acceptable condition may incur additional costs for extra cleaning that may occur or cancellation of future bookings.

- No items, equipment or devices that create an open flame are allowed at any facility,
- No tape, glue, blu tac, nails, hooks, staples or other types of fixture devices are to be used.
- No equipment or installations that are permanent or leave damage are allowed.
- All decorations must be removed and any furniture/equipment must be safely packed away.
- All windows and doors are closed and locked upon departure.
- All floors are to be swept/vacuumed upon departure, and any spills must be mopped up.
- Ensure all bathrooms are clean, including toilets and mirrors.
- All litter/rubbish is picked up and placed in the correct receptacles at the end of the booking.

Kitchens

The Hirer is responsible for the cleanliness of the kitchen and its equipment during their booking. This includes, but is not limited to, the following:

- Empty and unplug urns/kettles and any other similar appliances (toasters, etc.).
- Ensure oven, microwave and fridge are clean (do not turn fridge off).
- All surfaces such as benchtops, sinks and other preparation areas are wiped and clean.
- All rubbish and food scraps are removed, and no food is left behind.
- All externally sourced catering equipment must be removed from the venue (do not remove any Shire-owned or equipment from the facility).
- All dishes must be cleaned and placed in cupboards, if used.



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Storage & Equipment

The Hirer shall use the facility and all its related equipment in a safe and proper manner. Facility access is limited to the start and end times of the booking, including setting up and packing down.

Existing equipment and furniture belongs to the Shire and must not be removed from the facility or used outdoors unless otherwise approved or stated. Storing of the Hirer's equipment either short term or long term before or after their booking at the facility is not permitted.

Under no circumstances is the Hirer allowed to access or utilise other rooms and/or equipment in the facility that have not been specified in their booking without prior approval from the Shire.

Damages

Any breakage or damage of equipment or the facility itself due to misuse or incorrect use is the responsibility of the Hirer. Any faults, losses or damages must be reported to the Shire immediately.

Health & Safety

It is the Hirer's responsibility to ensure the safety of all persons attending the facility for their booking. A responsible adult must supervise children's groups at all times, and supervisors are obligated to accompany the children in their care in all areas of the facility being used.

It is recommended that you see your doctor if you have any doubts in your mind whatsoever regarding the participation in any activities, by any member of the Hiring group. Injured parties will be liable for any costs that may result. All groups are responsible for bringing a list of appropriate medical conditions for all participants each time they enter the facility.

Smoking & Alcohol

Smoking or vaping is not permitted within the facility or within 5m (meters) of any entrance to or window of the facility.

The consumption of alcohol is not permitted in any part of the facility at any time. Should you wish to host an event that involves the consumption, distribution, supply, sale of or general possession of alcohol while on the property, please contact the Shire Administration Office to discuss.

