

Hall Hire

The following checklist is intended to provide general information to assist Community Colleges in managing and minimising the risks associated with hall hire.

Where the Community Colleges answers the question with a 'no', further investigation of the risk and possible control measures should be determined and implemented.

	Yes	No	N/A	If No, actions required	Date
A. Hirer Management					
1. Have you given careful consideration to whether the hall is suitable for the type of activity to be undertaken by the Hirer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		____/____/____
2. Has the Hire Agreement been completed and signed by both parties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		____/____/____
3. Have you collected any bond/deposit or monies that may be owed to the Community of Colleges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		____/____/____
4. Does the Hirer have Public Liability Insurance as evidenced by a current and valid Certificate of Currency (Hire by business or income revenue raising or sports users only)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		____/____/____
5. Can the Hirer confirm that all contractors engaged by them before, during and after the function have their own Public Liability Insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		____/____/____
6. Have you seen evidence of this cover (i.e) a current and valid Certificate of Currency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		____/____/____
B. Pre-Hire Management					
1. Have you taken all reasonable care to ensure that the hall is in a fit and clean condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		____/____/____
2. Have you conducted a pre-event inspection of all facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		____/____/____
3. Have you conducted a walk through with the Hirer to inform them of the location of the Hall's:					
• Essential services, exit doors, disabled access And emergency management plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		____/____/____
• Facilities such as heating, cooling, light switches, water and power?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		____/____/____
• Cleaning equipment, rubbish disposal and storage of used furniture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		____/____/____

Yes No N/A If No, actions required

Date

4. Have you informed the Hirer of any pre-existing Hazards to be mindful of?

____/____/____

C. Post-Hire Management

1. Have you conducted a post event inspection of all facilities?

____/____/____

2. Have you checked that all responsibilities and obligations have been discharged by both parties?

____/____/____

3. Has the Hirer returned the keys?

____/____/____

4. Have you returned the bond to the Hirer?

____/____/____

D. Other

1. _____

____/____/____

2. _____

____/____/____

3. _____

____/____/____

4. _____

____/____/____

5. _____

____/____/____

