

# Flinders Council Policy Manual

## CS5

<b>SUBJECT:</b> <i>HIRE OF MUNICIPAL HALLS</i>	<b>FILE NO:</b>	AME/0504
<b>ADOPTED BY COUNCIL ON:</b> 9 September 2004	<b>MINUTE NO:</b>	415.09.04
<b>AMENDED BY COUNCIL ON:</b> 25 August 2005	<b>MINUTE NO:</b>	500.08.05

It is the Policy of Flinders Council that:

- Management is authorized to hire out, at its discretion, Whitemark, Emita and Lady Barron Municipal Halls, hall furniture, crockery and cutlery.
- Halls be hired out in a safe, clean and useable condition.
- A record of the client and any required client's insurance policy be kept.
- An invoice be raised.
- Management liaise with the Emita and Lady Barron Hall Special Committees.