

Hiring Out of Your Buildings

Allowing a third-party to hire your premises for events can introduce new risks. Careful planning can help you to maintain a safe environment for attendees and protect the building.

HIRING OUT YOUR BUILDINGS FOR EVENTS

Organisations are increasingly being asked about hiring their venues to third parties as a means of generating additional revenue and sustaining their economic viability.

Event requests will vary; each one will need to be individually assessed, taking into account the nature and scale of the event. Hiring your venue for an event should be restricted to those identified as acceptable based on your assessment.

CONSIDERATIONS FOR HIRING OUT A VENUE

The considerations below may help to inform your assessment, protect the building and keep attendees safe.

1. SEEK LEGAL ADVICE TO CREATE A SUITABLE RENTAL CONTRACT

This should include all permitted and not-permitted activities, instructions on setup/pack up of the space, security arrangements, the cost and bond amounts to hire the space and any other conditions that might apply

2. CREATE A PROCEDURES DOCUMENT

Based on your assessment, a procedures document should be created and followed by hirers when using the property. Hirers should agree to these procedures as a condition of hiring the venue, as described in the hiring contract.

3. CHECK THAT YOUR CONTRACTORS HAVE INSURANCE

Contractors should be able to demonstrate compliance with health and safety legal requirements, have their own public and employers' liability insurance in place, provide references and supervise both their own employees and any sub-contractors they use.

4. AMENITIES

Suitable toilet, changing, restroom and canteen facilities (if available) should be provided. A designated smoking area should be provided outside the building, with ashtrays and a separate metal bin for cigarette waste disposal.

5. ALLOCATE TIME TO SET UP AND PACK UP

There should be a clear set-up and pack up process for both safety and to ensure the venue is returned to the same level of cleanliness and room layout as it was hired. Inadequate provision of time can result in shortcuts being taken and accidents occurring.

6. GAIN PERMISSION FOR TEMPORARY STRUCTURES

Temporary structures such as marquees, should not be erected without first obtaining any necessary permission from councils or government agencies. They should not be fixed to the fabric of the building in any way.

7. TEST PORTABLE ELECTRICS

All portable electrical equipment brought on-site should have regular electrical safety testing. You should advise to anyone hiring the venue to ensure all electrical items must have current "Tested and Tagged" labels before set up. Cable protectors are to be used where there are trailing cables to minimise tripping hazards and the risk of physical damage to the cable.

8. MAKE IT FIRE SAFE

Fire risk assessments for the property will need to be reviewed and amended where necessary to reflect any additional risks arising from events. Candles and other naked flames should be carefully contained. Where possible, the use of portable heaters should be avoided. If additional heating is identified as necessary, steps should be taken to minimise both their environmental impact and the increased risk of fire.

9. DISPOSE OF EXCESS WASTE

Events can generate excess waste so you should make plans to dispose of this as soon as possible. Accumulated waste can increase the risk of fire and attract vermin. Conditions on removal of waste should be clearly articulated in your hiring contract

10. PROTECT THE BUILDING AND CONTENTS

All traffic routes should be checked for valuable or delicate items, including any fixtures and fittings. Anything that could be damaged easily should be removed or precautions should be in place to protect it.

11. PREPARE FOR OVERNIGHT STAYS

If you have people staying on the property overnight for events such as a wedding, you will need to review your safety arrangements for these guests. This might include providing torches for areas that are not well lit. You should also have an Emergency Management plan and an Evacuation Plan available,

If you run short-stay lets through organisations such as Airbnb, check their insurance/guarantees to understand what you are covered for. You should also let your insurer know as this may change the terms of your insurance.

NEED TO CONTACT US?

For further advice, Ansvar Insurance customers can email us at info@ansvarrisk.com.au

For queries about your policy cover or claims please contact your insurance broker.

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