

CASUAL ROOM HIRE FORM 2019

1.0 VENUE INFORMATION

Address: Princess Street, St Albans (Melways: 26 A1)
Phone: 9249 4600

Room	Capacity	Facilities Specific to Space
Art / Craft space	12	Sink 10 x Easels
Consulting Room	Designed for 1 on 1 meetings	PC (no printing available) Basin
Dance Studio	15	Mirrors Ballet Barres Speakers
Flexible Space 1	96	Kitchen 24 tables 96 chairs
Flexible Space 2	96	Shared Kitchen Projector and screen 24 tables 96 chairs
Flexible Space 3	96	Shared Kitchen 24 tables 96 chairs
IT Training room	13	13 PCs (no printing available) Projector and screen
Meeting room 1 (ground floor)	30	Small Kitchen Projector and screen 10 tables 34 chairs
Meeting room 2 (first floor)	28	Projector and screen Small Fridge Sink and a zip Tap 9 tables 21 red chairs and 7 blue chairs

1.1 Council centres (and halls) are not purpose built function centres but community buildings available at an affordable cost. Hirers must be aware that whilst every attempt is made to keep the rooms in centres in good functioning order, there will inevitably be times when maintenance issues will occur. Council will take reasonable steps to fix these. However hirers accept the risk to conduct their activity with a chance of this situation arising when making a booking and acknowledge that compensation will not be given unless the incident impedes the event from taking place.

2.0 CONDITIONS OF USE

2.1 BOOKINGS

2.1.1 Casual bookings are made in line with Council's Licences and leases Policy.

2.1.2 All requests for bookings for venue hire must be made in writing using the attached Application form. You should return your completed form to bowerystacc@brimbank.vic.gov.au or in person to St Albans Community Centre.

An application must be completed and signed by the hirer. The Hirer, having signed the form, undertakes to comply with the Conditions of Use.

Completion of the application does not necessarily mean approval will be given.

2.1.3 **Payment** can be made by cash, cheque or Eftpos at STACC, or via credit card over the phone for charges under \$100.

Cheques must be made payable to Brimbank City Council

2.1.4 **Bookings must be made a minimum of 10 working days prior to the date.** Bookings are tentative until confirmation is given in writing.

2.1.5 Advance bookings are required to ensure that the centre will be available for use. Bookings should be made as early as possible. Groups must advise STACC of any changes to their casual bookings or requests for extra use of the facility at a minimum two weeks prior in writing.

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- 2.1.6 All groups are required to provide a current and active email for a nominated contact person as this will be used as the main means of communication between Council officer(s) and the group
- 2.1.7 Payment is requested upon receipt of a Brimbank City Council invoice and must be paid within 10 working days.
- 2.1.8 Bookings will not be held if full payment is not received at least 5 working days prior to the booking. If payment is not made at this time staff will assume that the booking has been cancelled.
- 2.1.9 **CANCELLATIONS** - A minimum of 5 working days' notice of cancellation is required in writing to bowerystacc@brimbank.vic.gov.au or all hire fees will be retained.
- 2.1.10 Hirers are responsible for adhering to authorised start and finish times. Setup and pack-up included in the hire times. Failure to do so may result in suspension of hire or even termination of hire/agreement.

2.2 HIRE FEES – Specific to Casual Hires

- 2.2.1 **Rate A:** This rate will apply to non-commercial non-profit groups. Groups are registered as Associations Incorporated under the Incorporations Act of Victoria or have a Legal Community Managed structure. Please attach a copy of your certificate of incorporation, and other supporting documents.
- Rate B:** Commercial for profit groups, attendees may be charged a fee
- Senior Citizens:** Please attach a copy of your certificate of incorporation, a statutory declaration stating that at least 50% of your group members are over the age of 55 and are Brimbank residents, and other supporting documents.
- 2.2.2 Casual hirers may be required to deposit a refundable bond of \$500 depending on the nature of hire.

Hire Fees (including GST) as from 16.07.18		
Rate A (NFP) per hour	Rate B (For profit) per hour	Seniors (per 5 hour session)
<ul style="list-style-type: none"> Art / Craft space - \$18.80 / hr Consulting Room 15% of takings Dance Studio - \$18.80 / hr Rehearsal Room - \$18.80 / hr 	<ul style="list-style-type: none"> Art / Craft space - \$38.40 / hr Consulting Room 15% of takings Dance Studio - \$38.40 / hr Rehearsal Room - \$38.40 / hr 	<ul style="list-style-type: none"> Art / Craft space – \$9.70 / session Consulting Room – n/a Dance Studio – \$9.70 / session Rehearsal Room: \$9.70 / session
<ul style="list-style-type: none"> One Flexible Space - \$18.80 / hr Two Flexible Spaces - \$27.85 / hr Three Flexible Spaces - \$36.75 / hr 	<ul style="list-style-type: none"> One Flexible Space - \$38.20 / hr Two Flexible Spaces - \$43.45 / hr Three Flexible Space - \$57.95 / hr 	<ul style="list-style-type: none"> One Flexible Space – \$9.70 / session Two Flexible Spaces – \$13.40 / session Three Flexible Spaces – \$18.80 / session
<ul style="list-style-type: none"> IT Training room - \$18.80 / hr Meeting room 1 - \$18.80 / hr Meeting room 2 - \$18.80 / hr 	<ul style="list-style-type: none"> IT Training room - \$38.40 / hr Meeting room 1 - \$38.40 / hr Meeting room 2 - \$38.40 / hr 	<ul style="list-style-type: none"> IT Training room – \$9.70 / session Meeting room 1 – \$9.70 / session Meeting room 2 – \$9.70 / session

SECURITY

If your booking starts or finishes outside of staffed hours, you are required to cover the cost of a security guard to open and/or close the building for you.

Security open/close fee is \$45.00 per visit (subject to change).

2.3 NOISE / FINISHING TIMES

- 2.3.1 The hire party will lower the music or discontinue the music if required, eg. if requested by police, security guard or a council representative or if local residents complain. All functions must be finished as per curfew times listed in the below table. THESE TIMES ARE NOT NEGOTIABLE. Any breach of curfew times will result in a FULL bond forfeit.

Curfew Times	
Friday & Saturday	Sunday - Thursday
11pm: Activity ends	10pm: Activity ends
12 midnight: Hirer leaves the building	11pm: Hirer leaves the building

- 2.3.2 Amplified music and general noise levels must be kept at a level that complies with the provisions of the Environmental Protection (Noise) Regulations 1997 and comply with any orders given by the Council Officers. Consideration must also be given to the impact on other hirers.

2.4 SECURITY – specific to casual hires

- 2.4.1 Security will be arranged to open and/or close the facility if your hire starts and/or ends outside of staffed hours (9am – 5pm Monday – Friday, 9am – 12:30pm Saturday). This cost is charged to the hirer.
- 2.4.2 For casual hires after hours, a staff member and/or security may be required for the duration of the hire, with costs being billed to the hirer.
- 2.4.3 Hirers should not be in the building outside allocated hours, any breach of these conditions may suspend or terminate the right to use the venue and keys may be confiscated.
- 2.4.4 Users are responsible for ensuring that all windows and doors in the building are securely locked before leaving their room/s.
- 2.4.5 Casual hirers are not provided with keys or swipe cards.
- 2.4.6 Please contact 9690 4711 **only** for security issues outside of business hours, for all other times please contact Brimbank City Council on 9249 4600.

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2.4.7 **Level of Risk** - Each booking will be assessed for its level of risk. Risk factors include: type of event; number of people attending; the promotion of the event and alcohol. Based on this level of risk, which will be assessed by Centre staff, the hirer may be required to engage staff and/or security at the expense of the hirer. Staffing and/or security will be agreed to before the hire is approved.

2.5 INSURANCE

2.5.1 The hire includes Public Liability Insurance for \$10 million. A resume of the Insurance policy may be obtained from Council's Risk Management Department.

2.6 OPERATING PROCEDURE

2.6.1 All Hirers need to show respect to other users, and staff, at all times.

2.6.2 All Hirers are to respect equipment that belongs to STACC and other users.

2.6.3 All groups must provide their own equipment, ie. cooking utensils, etc.

2.6.4 Centre Management is not liable for damage to or loss of equipment or food belonging to hirers.

2.6.5 Casual users are not entitled to storage space.

2.6.6 Users are required to return furniture to the correct position, as per site layout in notice boards at the Centre. Failure to do so before vacating premises will result in a bond deduction of \$130.00.

2.6.7 All breakage and damage must be reported promptly to STACC staff on 9249 4600 so that repairs and/or replacements can be effected. Compensation for damage will be required.

2.6.8 Children must be supervised by an adult at all times whilst in the facility.

2.6.9 Brimbank City Council Facilities are **non-smoking environments**. Smokers must not smoke within 10m of a doorway leading into the Centre.

2.6.10 The hirer hereby indemnifies the Council against any claim for breach of Copyright for the playing or recording of any form of music and recommends hirers contact Australian Performing Rights Association 9426 5200 for more details.

2.6.11 All emergency exit doorways and passageways should be left clear at all times.

2.6.12 No drugs or illegal substances are to be consumed or brought into the premises, anyone found to be using or conducting illicit activities will be removed from the facility.

2.6.13 If fire alarms are set off during the hire, the hirer may be responsible for the call out fee of the Melbourne Metropolitan Fire Brigade, that being approximately \$1400.00 plus GST.

2.6.14 Any group planning to serve or sell food to either their members or the general public must apply to the Environmental Health Services Unit on 9249 4919 for the appropriate permit.

2.6.15 **EMERGENCY PROCEDURES:** The Hirer is responsible for making themselves and other visitors familiar with the Emergency Procedures that can be found within the facility. In the case of a fire, the hirer must ensure everyone has safely left the building including those using toilets. For all emergencies where POLICE, FIRE BRIGADE or AMBULANCE are required call 000. Fire extinguishers and Fire blankets are only for extinguishing fires within or near the facility and must not be used for any other purpose. If an emergency occurs during your hire period or if you have identified issues with the emergency equipment or procedures within facility please inform Brimbank City Council Customer Service on 9249 4000.

2.6.16 Outside of hours, the hirer must provide a door person for the duration of their booking as the centre's doors will not open automatically for guests after hours. Doors are not to be chocked open.

2.6.17 The Hirer must not erect any signs or notices in the interior or exterior of the Centre and its rooms without the Council's prior written consent. Approved signs or notices are only permitted to be displayed during the hire times of the group.

2.6.18 No disorderly behaviour will be tolerated at Council community facilities. Any group found to breach this clause and failure to act on or rectify behaviour risks their agreement being suspended, cancelled or terminated.

2.6.19 All electrical equipment brought into the Centre will need to be tagged and tested to ensure safe use of that equipment.

2.6.20 No gas cylinders are permitted to be brought into the building.

2.6.21 All groups must be inducted to the facility prior to their booking.

2.6.22 Should Council's caretaker or security monitoring contractor be required to attend due to incorrect use of site, the hirer will be charged a call-out fee.

2.6.23 Drawing pins, nails, screws or adhesive tape must not be used to affix decorations. All decorations are to be completely removed after any particular hire. If any items remain, the cost of removal may be deducted from the bond or invoiced to the hirer responsible. Under no circumstances is sticky tape to be applied to surfaces. Blu-Tac is recommended. No decorations are to be placed on ceiling fans or light fixtures. No loose helium balloons permitted.

2.6.24 Care must be taken to use the kitchens and the equipment within them safely.

2.7 CLEANING

2.7.1 The hiring party is responsible for leaving the building in a reasonable **clean and tidy** condition.

2.7.2 **Rubbish** is to be placed in bins in the bin room – ask staff or security to grant access to the bin room.

2.7.3 All surfaces, including tables, chairs, stove and sinks to be wiped clean.

2.7.4 All floors to be swept / mopped if dirty. Hirer is responsible for removing any spillage throughout the hire.

2.7.5 All chairs are to be wiped down and arranged according to the respective Room Configuration as per notice boards.

2.7.6 All brooms and cleaning equipment / materials to be returned to kitchen or respective area.

2.7.7 All decorations are to be removed, including all balloons, pieces of string, etc. Under no circumstances is sticky tape to be applied to surfaces. Blu-Tac is recommended. No decorations are to be placed on ceiling fans or light fixtures. No loose helium balloons permitted.

2.7.8 If the room is not left in a clean and tidy state the hirer may be liable for the cost of any additional cleaning that is required.

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2.8 LEGAL OBLIGATIONS

- 2.8.1 Any Hirer which supplies alcohol on any Council premises must ensure that it satisfies all material laws and regulations and in particular all requirements of the Victorian Commission for Gambling and Liquor Regulations (VCGLR), including applying for and obtaining any licence that may be required by VCGLR and providing a copy of any such licence to STACC. VCGLR contact details are telephone 1300 182 457 or email contact@vcglr.vic.gov.au
- 2.8.2 Groups wishing to gamble on the premises must apply to the VCGLR on 1300 182 457 for the appropriate permit.
- 2.8.3 Any group planning to serve food to either their members or the general public must speak to Environmental Health Services Unit on 9249 4919 for advice and to obtain the appropriate permit if required.

NOTE: Management reserves the right to review fees for venue hire, to have discretionary powers over access and to set any special conditions it sees appropriate provided they fit within the aims and objectives of Brimbank City Council.

Thank you for your cooperation

INITIAL OF APPLICANT: _____

APPLICATION FOR CASUAL HIRE 2019

ALL ENQUIRIES TO BE DIRECTED TO STACC: 9249 4600

ROOM REQUESTED

- | | | |
|---|---|--|
| <input type="checkbox"/> Flexible space 1 | <input type="checkbox"/> Meeting Room 1 | <input type="checkbox"/> Consulting Room |
| <input type="checkbox"/> Flexible space 2 | <input type="checkbox"/> Meeting Room 2 | <input type="checkbox"/> Dance Studio |
| <input type="checkbox"/> Flexible space 3 | <input type="checkbox"/> Art/ Craft Space | <input type="checkbox"/> IT Room |

(The room requested is not guaranteed and may be changed subject to availability and appropriate use.)

CONTACT DETAILS

This booking is made by (select one):

- An individual (please provide a copy of your photo ID i.e. driver's license or passport)
 A registered business (Please supply a copy of your business registration)
 An incorporated group or not-for-profit organisation (Please provide a certificate of incorporation or proof of charitable status)

Name of Business/Group/Individual _____

Business/Group/Individual address _____

ABN (if applicable) _____

Name of Chairperson/Principal contact _____ Date of Birth _____

Chairperson/Principal contact Address _____

Phone (home) _____ (business) _____ (mobile) _____

Email _____ (Required field)

BOOKING DETAILS

Date required: ____ / ____ / ____ Time required: _____ am / pm to _____ am / pm (Including set up & clean up time)

Date required: ____ / ____ / ____ Time required: _____ am / pm to _____ am / pm (Including set up & clean up time)

Date required: ____ / ____ / ____ Time required: _____ am / pm to _____ am / pm (Including set up & clean up time)

If additional casual bookings are required, please attach another page listing dates and times.

Please circle dates and list times the venue is required on the Booking Calendar attached.

Type of Function and Description of activities:

PLEASE ANSWER ALL QUESTIONS BELOW:

- Do you require a kitchen? YES NO
- Is there an admission fee? YES NO
- Will there be food? YES NO
If yes, contact Environmental Health on 9249 4925 for advice and to obtain a food license if required. You must provide your food license if required.
- Will there be alcohol? YES NO
- Is alcohol for sale or complimentary with another purchase? YES NO
If yes, contact VCGLR on 1300 182 457 to obtain a liquor license. You must provide your liquor license if required.
- Is this event organised by a club/group with a paid membership? YES NO

- Will there be gambling? YES NO
If yes, contact VCGLR on 1300 182 457 to obtain a gambling license. You must provide your gambling license if required.

8. Number of people attending: _____

INITIAL OF APPLICANT: _____

NEXT STEP: Once your application has been assessed, we will confirm your booking in writing and issue a quote.

PAYMENT: Payment can be made in person at STACC using cash, eftpos, credit card or cheque. Cheques to be made payable to Brimbank City Council. All fees are to be paid a minimum of 5 working days prior to the function.

CANCELLATION REMINDER: Cancellation must be made in writing 5 working days before the function or hire fee will not be returned.

PLEASE SIGN:

Indemnity: The hirer agrees to indemnify and keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them arising out of or in relation to this Agreement, to the extent permitted by law.

Privacy Statement: The personal information requested on this form is being collected by Council for reference and identification purposes. To ensure confidentiality of information requested we will only use personal information provided by you for the purpose of providing a range of access to facilities and equipment. In accord with our Privacy Policy, we will not disclose your personal information without consent to a third party, institution or authority except where required by law or other regulation.

I agree with all of the conditions outlined in the Community Centres Casual Hire – Conditions of Use.

Signature of Applicant

Date

INITIAL OF APPLICANT: _____