

## FUNCTION OR EVENT 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 Function 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. Return your completed form to [bowerstacc@brimbank.vic.gov.au](mailto:bowerstacc@brimbank.vic.gov.au) or in person at STACC.

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.

2.1.4 **Payment** can be made by cash, cheque or Eftpos at STACC, or via credit card over the phone for charges under \$100. **NOTE:** Cheques must be made payable to "BRIMBANK CITY COUNCIL" only.

2.1.5 **Bookings must be made a minimum of 10 working days prior to the function** and will not be confirmed until this form is returned completed. Bookings are tentative until confirmation is given in writing.

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- 2.1.6 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 booking or requests for extra use of the facility at a minimum two weeks prior in writing.
- 2.1.7 An invoice will be issued itemising hire fees, booking fees, bond and security charges. Bookings will not be held if full payment is not received at least 5 working days prior to the function. If payment is not made at this time staff will assume that the booking has been cancelled.
- 2.1.8 **Cancellations** - A minimum of 5 working days notice of cancellation is required in writing to bowerstacc@brimbank.vic.gov.au or **all** hire fees will be retained.
- 2.1.9 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
- 2.1.10 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 function hires**

- 2.2.1 **Booking Fee:** A booking fee of \$85.25 applies to each function and is non-refundable.
- 2.2.2 **Hire fees** are listed below. At least one hour set-up and one hour clean-up time is to be allowed for in total hire time.

Facility	Standard Hire (including GST)	Seniors Rate (including GST)
One flexible space	\$73.55 per hour + security	\$47.80 per hour + security
Two flexible spaces	\$84.35 per hour + security	\$54.80 per hour + security
Three flexible spaces	\$96.35 per hour + security	\$62.60 per hour + security

- 2.2.3 **Bond:** A bond payment is required for each function booking.  
**Standard Bond: \$520.00**  
**Bond for High Risk Event: \$1,000.00**  
 Bond money will be returned when Brimbank City Council staff are satisfied that the hirer has met the requirements stated in the Function Hire Conditions of Use. Any portion of the bond retained by Council will incur 10% GST.  
 Bonds are returned via a Brimbank City Council cheque. Please allow up to 14 working days after your function for cheque to be received at the address of the key contact listed on the booking form.
- 2.2.4 **Security:** At least one security guard is required for the duration of your booking.  
**Security Rates (as of August 2018):**  
**Monday – Friday: \$45.00 per hour per guard**  
**Saturday: \$55.00 per hour per guard**  
**Sunday: \$75.00 per hour per guard**
- 2.2.5 **Front of House and/or Technical Staff** are available at an extra charge. Please discuss with STACC staff if you require staffing. Please note, no staff are present at STACC after 5pm Weekdays, after 12:30pm Saturdays and all day Sunday.

**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: Function ends	10pm: Function 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 function hires**
- 2.4.1 Security will open the facility for you at the start of your booking time.
- 2.4.2 At least one security guard is required for the duration of the hire, with costs being billed to the hirer. The number of security guards required depends on the number of people attending the event/function and the type of activity taking place.
- 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 may result in additional charges and/or a delay of the bond refund.
- 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 Please sign in and sign out the hirers’ register at reception upon arrival and departure.
- 2.4.6 Function hirers are not provided with keys or swipe keys.

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- 2.4.7 Please contact 9690 4711 **only** for security issues outside of business hours, for all other times please contact Brimbank City Council on 9249 4600.
- 2.4.8 **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 additional 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 summary 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 Function bookings 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 **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.
- 2.6.15 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.
- 2.6.16 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.
- 2.6.17 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.
- 2.6.18 All electrical equipment brought into the Centre will need to be tagged and tested to ensure safe use of that equipment.
- 2.6.19 No gas cylinders are permitted to be brought into the building.
- 2.6.20 All groups must be inducted to the facility prior to their booking. The inductee must attend the function.
- 2.6.21 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.
- 2.6.22 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.
- 2.6.23 Neither the Council nor its employees shall be liable for any loss, theft or damage sustained by the hirer or any person associated with the booking
- 2.6.24 Kitchen access is included in hire. Care must be taken to use the kitchens and the equipment within them safely.
- 2.6.25 If you require a kitchen only, it will incur the cost of hiring the associated flexible space.

## SPECIFIC TO FUNCTIONS:

- 2.6.26 **Social Media** - No function is to be promoted on open publicly accessible social media sites. In the event that the centre becomes aware of promotion on open social media sites, the function will be cancelled immediately. If this is within 5 days or less of function date, all hire fees will be forfeited. Only the bond will be refunded.
- 2.6.27 Both the applicant and nominated other responsible person must remain on the site throughout the function and will be

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responsible for function behaviour.

## **2.7 CLEANING**

- 2.7.1 The hiring party is responsible for leaving the building in a reasonable **clean and tidy** condition. IF CLEANING INSTRUCTIONS ARE NOT ADHERED TO BOND WILL NOT BE FULLY REFUNDED.
- 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 Any damage caused will impact on the amount of bond being returned.

## **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](mailto: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*

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## APPLICATION FOR FUNCTION OR EVENT ROOM HIRE 2019

ALL ENQUIRIES TO BE DIRECTED TO STACC: 9249 4600

### 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 organization (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)

### PLEASE NOMINATE ANOTHER RESPONSIBLE PERSON ATTENDING FUNCTION:

First Name\* \_\_\_\_\_ Family Name\* \_\_\_\_\_

Address\* \_\_\_\_\_

Phone (home) \_\_\_\_\_ (business) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email \_\_\_\_\_ (Required field)

### FUNCTION DETAILS:

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

Type of Function and Description of activities:

\_\_\_\_\_  
\_\_\_\_\_

### SPACES REQUIRED:

- Flexible Space 1  
 Flexible Space 2  
 Flexible Space 3  
 I require additional spaces for prayer / VIPS / organisers / performers / breakout groups etc. Please discuss your requirements with STACC staff. Additional spaces will incur additional fees and is subject to availability.

**Please complete and sign the next page.**

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**PLEASE ANSWER ALL QUESTIONS BELOW:**

1. **Do you require a kitchen?** YES NO
2. **Is there an admission fee?** YES NO
3. **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.*
4. **Will there be alcohol?** YES NO
5. **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.*
6. **Is this event organised by a club/group with a paid membership?** YES NO
7. **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:** \_\_\_\_\_

**NEXT STEP:**

Once your application has been assessed, we will confirm your request 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 Centre Function Hire – Conditions of Use.**

**Signature of applicant\*** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

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