

REGULAR ROOM HIRE FORM 2019

Regular Room Hire applies to at least 10 weekly bookings, 10 monthly or 5 bi-monthly bookings per year by the same group, in the same room, at the same times, on the same day of the week, throughout the year.

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 Regular 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 bowerystacc@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.
- 2.1.3 Regular Hirers are invoiced every 3 months in January, April, August, October
- 2.1.4 **Bookings must be made a minimum of 10 working days prior to the meeting** and will not be confirmed until this form is returned completed. 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 regular bookings or requests for extra use of the facility at a minimum two weeks prior in writing.
- 2.1.7 **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.

- 2.1.8 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
- 2.1.9 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.
- 2.1.10 Failure to comply with any of the conditions of use may result in a review of hire agreement where Council has the right to warn, suspend, cancel or terminate agreement.

2.2 HIRE FEES – specific to regular 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.

Hire Fees (including GST) as of October 2018		
Rate A (NFP)	Rate B (For profit)	Seniors (per 5 hour session)
<ul style="list-style-type: none"> • Art / Craft space – \$9.70 per hour • Consulting Room – n/a • Dance Studio – \$9.70 per hour • Rehearsal Room - \$9.70 per hour • One Flexible Space – \$9.70 per hour • Two Flexible Spaces – \$18.80 per hour • Three Flexible Spaces – \$27.85 per hour • IT Training room – \$9.70 per hour • Meeting room 1 – \$9.70 per hour • Meeting room 2 – \$9.70 per hour 	<ul style="list-style-type: none"> • Art / Craft space – \$31.00 per hour • Consulting Room – 15% of takings • Dance Studio – \$31.00 per hour • One Flexible Space – \$28.80 per hour • Two Flexible Spaces – \$38.20 per hour • Three Flexible Spaces – \$47.35 per hour • IT Training room – \$31.00 per hour • Meeting room 1 – \$31.00 per hour • Meeting room 2 – \$31.00 per hour 	<ul style="list-style-type: none"> • Art / Craft space – \$9.70 per session • Consulting Room – n/a • Dance Studio – \$9.70 per session • One Flexible Space – \$9.70 per session • Two Flexible Spaces – \$13.40 per session • Three Flexible Spaces – \$18.80 per session • IT Training room – \$9.70 per session • Meeting room 1 – \$9.70 per session • Meeting room 2 – \$9.70 per session

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 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.

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 regular hires

- 2.4.1 Security is present for all regular hires outside of staffed hours.
- 2.4.2 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.
- 2.4.3 Users are responsible for ensuring that all windows and doors in the building are securely locked before leaving their room/s.
- 2.4.4 Please contact 9690 4711 **only** for security issues outside of business hours.
- 2.4.5 Please sign in and sign out the hirers’ register at reception upon arrival and departure.

2.5 INSURANCE

2.5.1 Public Liability: The User/Hirer must take out a Public Liability Policy for a minimum of \$5 million in the joint names of Council and the User/Hirer. The Insurance must have a cross liability clause. A certificate of currency must be provided to the Centre with the application form for hire and prior to a hiring agreement being formalised. Please show this clause to your Insurance Company.

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 users are to respect others equipment and belongings.
- 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 There is no storage space available for new regular hirers. There is no additional storage space available for existing regular hirers.

- 2.6.6 Users are required to reset furniture as per site layout displayed in each room.
- 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 \$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 For bookings 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 or blocked.
- 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 All groups must be inducted to the facility prior to their booking.
- 2.6.20 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.
- 2.6.21 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 circumstance 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.
- 2.6.22 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
- 2.6.23 Kitchen access is included in flexible space hire. Care must be taken to use the kitchens and the equipment within them safely.
- 2.6.24 Under no circumstance is a portable gas cylinder to be brought into the building.

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 No rubbish is to be left in the bins in the kitchens or flexible spaces. **Rubbish** is to be placed in bins in the bin room – ask staff or security to get 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. 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.

2.8 LEGAL OBLIGATION

- 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

APPLICATION FOR REGULAR ROOM HIRE 2019

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

Day/s required _____ Time required _____ am/pm - _____ am/pm (Include set up & pack up time)

Weekly Fortnightly Monthly Please circle all dates on the Booking Calendar on the following page.

Reason for hire and description of activities: _____

Please answer all questions below:

- | | |
|--|---|
| 1. Do you require a kitchen? <input type="checkbox"/> YES <input type="checkbox"/> NO | 6. Is this event organised by a club/group with a paid membership? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. Is there an admission fee? <input type="checkbox"/> YES <input type="checkbox"/> NO | 7. Will there be gambling? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. Will there be food? <input type="checkbox"/> YES <input type="checkbox"/> NO
<i>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.</i> | 8. Have you attached a copy of your Public Liability Insurance? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. Will there be alcohol? <input type="checkbox"/> YES <input type="checkbox"/> NO | 9. Number of people attending: _____ |
| 5. Is alcohol for sale or complimentary with another purchase? <input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If yes, contact VCGLR on 1300 182 457 for a liquor license. You must provide your liquor license if required.</i> | |

Indemnity: The Hirer agrees to indemnify and keep indemnified and to hold harmless 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.

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. You may apply for access and/or amendment to your personal information by contacting Council's Privacy Officer.

I agree with all of the conditions outlined in the St Albans Community Centre Regular Hire – Conditions of Use.

Signature of Applicant _____ Date: _____

STACC 2019 ROOM HIRE CALENDAR

Please circle every date that that you wish to book.

Legend

- 10 Public Holiday (No bookings taken)
- 10 School Holidays
- 10 Centre Closed (No bookings taken)
- 10 Centre Maintenance (No bookings taken)

JANUARY

S	M	T	W	T	F	S
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
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<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>
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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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JULY

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<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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<u>29</u>	<u>30</u>	<u>31</u>				