

# Social Facility Hire - Information and Conditions of Hire



## **Yarrunga Community Centre**

76-86 Croydon Hills Drive, Croydon Hills VIC 3136

Phone: (03) 9722 8942 | [info@yarrunga.org.au](mailto:info@yarrunga.org.au) | [www.yarrunga.org.au](http://www.yarrunga.org.au)

Opening Hours: Monday to Friday 9am-4pm

ABN 62 340 040 053 | Incorporated Association No. A0036088A



## DOCUMENT CHECKLIST

*Please ensure that you have made an appointment to view the rooms*

Application for Hire	Please return with your \$60.00 deposit to secure your booking date
Social Facility Hire: Information and Conditions of Hire	Please keep for your records
PartySafe Registration	To be completed, submitted to VicPol and a copy returned to the office 7 days prior to your hire date.
Maroondah City Council Public Liability Cover	Public Liability is to be paid for at the time of booking. \$16.50 without Alcohol at function \$33 with Alcohol at function
How to enter and leave Yarrunga Community Centre	Please keep for your records
Facility Hire Induction Checklist for Hirers	To be completed prior to hire date
After Hire Checklist	To be completed and returned after the hire
Feedback form	To be completed and returned after the hire.
Request for Payment Form	To be completed and returned after the hire for bond repayment

**If you have any questions, please phone the Office between  
9:00am & 4:00pm Monday to Friday  
(03) 9722 8942**

[info@yarrunga.org.au](mailto:info@yarrunga.org.au)

[www.yarrunga.org.au](http://www.yarrunga.org.au)

## **HIRING TIMES**

*Please ensure that all hire times are inclusive of set up, pack up and cleaning*

### **Rooms 1, 2 & 3 – minimum 5hr. hire**

Rooms 1, 2 and 3 are hired out together on the weekends. Kitchen access is available. Hourly rates will apply outside the minimum hire time.

### **Hall – minimum 5 hr. hire**

The Hall is situated at the far end of the centre. Kitchen access is available. Hourly rates will apply outside the minimum hire time.

### **Art Studio – minimum 3 hr. hire**

The art studio is situated at the far end of the centre. Kitchen access is available. Hourly rates will apply outside the minimum hire time.

## **ADDITIONAL HIRING FEES**

### **Insurance - \$16.50/\$33.00**

If you do not have a current public liability insurance policy, we can arrange cover for your function through Maroondah City Council. Cost is \$33.00 per hire if alcohol is being consumed, otherwise \$16.50 per hire. If you have your own insurance, please provide a copy of your certificate of currency. All public liability must be paid at the time of booking. **Please note that if the “no alcohol to be consumed” option is selected and you or your guests bring and consume alcohol, this will nullify the public liability insurance.**

### **Bond - \$300.00**

Bond will be refunded to the Hirer, less any amounts deducted by the Centre for damage, failing to comply with security requirements or extra cleaning required (see conditions of hire). The total amount of the bond will be forfeited if not claimed within (1) one year of the hire date.

The Hirer agrees to pay the Centre for any surplus costs not covered by bond, incurred to the Centre as a result of any breaches to hire agreement.

### **Booking Deposit - \$60.00 or cost of hire whichever is the lesser value**

A non-refundable deposit is payable to secure your booking date. This is payable upon return of the completed hire agreement form and will be deducted from the final hiring charge.

### **PartySafe Registration**

As a condition of a social hire, you are required to provide confirmation of a PartySafe Registration to Yarrunga Community Centre prior to your hire. This can be completed online at:  
[http://www.police.vic.gov.au/content.asp?Document\\_ID=35927](http://www.police.vic.gov.au/content.asp?Document_ID=35927).

### **Final Payment**

The balance of the hiring fee, payment for insurance and the bond are payable at least fourteen (14) days prior to the hire date. We do accept payments by cash, EFTPOS, credit card.

## EXTRA INFORMATION

- Maximum of 70 guests in Rooms 1, 2 and 3
- Maximum of 100 guests in the Hall
- Numbers of guests will reduce if tables are in use
- Tables and chairs available
- You must include your set-up, pack-up and cleaning time in your hire time
- Our Halls feature heating and air conditioning
- Crockery, cutlery, glasses and tea towels are **not** provided by the Centre
- Tea and coffee supplies are **not** provided
- We accept payment by cash, EFTPOS and credit card
- Yarrunga Community Centre is non-smoking venue including the use of e-cigarettes. Any person smoking within your hire must be at least 4 metres away at all times. Smoking is not permitted within 6 metres of the childcare centre.
- Yarrunga Community Centre Inc does not permit facility hire for birthdays and other celebrations between 13 years and 25 years of age inclusively, or Bucks / Hens parties. Parties for persons 26 years of age and over may require additional conditions at the discretion of the Manager or Committee of Governance, including and not limited to: the engagement of a private security company.

**If there is doubt as to the age of the Hirer/purpose of the event, identification will need to be provided. The Centre reserves the right to refuse hire where age verification cannot be established.**



## CONDITIONS OF HIRE

Thank you for choosing Yarrunga Community Centre for your business hire.  
Please read the **Conditions of Hire** carefully as they have been designed to ensure the protection of the Centre and to keep hiring costs to a minimum.

### 1. APPLICATION TO HIRE

- 1.1 All applications for the hiring of Yarrunga Community Centre shall be made through the Office Staff.
- 1.2 All applicants shall receive a copy of the **Hire Agreement, Facility Hire Information and Conditions of Hire, How to Enter and Leave** and **Facility Hire Induction Checklist**.

### 2. POWERS

The Manager:

- 2.1 Has the right to vary or cancel the **Hire Agreement** in the event of any breach of the same.
- 2.2 Has the absolute right to vary or cancel part or all the **Hire Agreement** to allow continuation of Centre activities.
- 2.3 Always has the right of access.
- 2.4 Has the absolute authority to deal immediately with any dispute arising from the hire of the Centre.
- 2.5 Has the absolute authority to deny any undesirable person/s access to the premises.
- 2.6 Has the absolute authority to decline an application to hire the facilities.

### 3. HIRING FEES AND SCHEDULES

- 3.1 Confirmation of a booking shall occur only upon receipt of a completed **Application to Hire** form and payment of the **non-refundable deposit**, payment and/or evidence of appropriate current public liability and where applicable evidence of Not-for-Profit status.
- 3.2 All monies due must be paid in full no less than fourteen (14) business days prior to the commencement of any hire, including the balance of hiring fees and bond monies. *Only then will access to the Centre be provided.*

- 3.3** A hiring bond shall be payable on all hires, as determined by the Manager and will be refunded upon satisfactory completion of the hire and in accordance with the Agreement to Hire. **All refunds will be paid by EFT, payable to the Hirer named on the application form within 21 days of the hiring date once the access card has been returned and no breaches identified, and bank details have been provided.**
- 3.4** All monies due regarding **Facility Hire – Regular, Social or Business** must be paid in accordance with the **Schedule of Hire** or access may be denied (see Clause **2.1**); and
- 3.5** Booking changes and cancellations for Social Hires *must be notified in writing at least fourteen (14) days prior to date of hire*. Should the required notice not be given, the agreed hiring fee shall be payable. Any and all cancellations will result in the loss of the non-refundable deposit.

#### **4. LIABILITY**

- 4.1** Neither the Centre or any person acting on behalf of the Centre, affiliated bodies, staff or other employees shall be liable for any loss, damage or legal inability incurred by the Hirer; and
- 4.2** The Hirer shall be aware that **Public Liability Insurance Coverage is not provided** and therefore the responsibility of the Hirer. Maroondah Council can provide Public Liability Insurance cover (see Office Staff for details and costing).
- 4.3** If proof of public liability is not provided and/or not paid for; Yarrunga Community Centre has the power to terminate the hire.

##### **4.3.1 Indemnity**

The Hirer uses the facility at the Hirer's own risk and releases Yarrunga Community Centre to the extent permitted by law, against all liability and loss in connection with the facility, including where Yarrunga Community Centre terminates the hiring of the facility for any reason whatsoever. The Hirer expressly indemnifies Yarrunga Community Centre against all loss and liability in connection with the Hirer's use of the Facility including any damage caused to the facility or any loss, injury or death to any person in or about the Facility, except to the extent which Yarrunga Community Centre is negligent.

##### **4.3.2 Property Insurance**

Contents purchased or supplied by Hirers and are not considered fixtures of the facility remain the property of the Hirer and are **not** insured by Yarrunga Community Centre. Yarrunga Community Centre **does not** insure property which is owned by others. Cash, consumable goods and sporting equipment kept on premises by Hirers are also **not** insured by Yarrunga Community Centre. No items are to be left on these premises without prior acceptance by management and an inventory list supplied to the office.

**5. USE OF PREMISES**

The Hirer **SHALL NOT:**

- 5.1** Sub-let the premises or any part thereof.
- 5.2** Commence hire prior to the prearranged time outlined in the hire agreement.
- 5.3** Be under 18 years of age.
- 5.4** Attach anything to the walls, ceilings, floors or any part of the building without the written permission of the Manager or other duly authorised person.
- 5.5** Allow any unauthorised alterations to the building or any part thereof, including the use of screws, nails, fixtures or similar fittings.
- 5.6** Bring heavy, large equipment or flammable substances into the facility.
- 5.7** Cause or allow anything to be done which may affect any insurance policies pertaining to the Centre and/or its contents.
- 5.8** Allow any unauthorised or illegal use of the premises, including illegal activities.
- 5.9** Allow or cause unacceptable, unreasonable or excessive levels of noise to be reached.
- 5.10** Use of candles (excluding birthday candles), sparklers, kerosene lamps or smoke machines.
- 5.11** Allow any users/guests to smoke or use drugs or other substances within the confines of Yarrunga Community Centre. This includes the use of e-cigarettes.
- 5.12** Allow the use of any barbecue, spit or other portable cooking equipment within the premises or attached structures.
- 5.13** Cause or allow to be caused any damage to the building or its outside structures
- 5.14** Use the premises for ticketed parties
- 5.15** Provide false or misleading information in regard to the hire
- 5.16** Undertake activities that may cause danger to the safety of patrons or the public, loss or damage of property, behave in a way that breaches local law or illegal activity.
- 5.17** The Hirer must not permit the number of the people attending that facility to exceed the maximum number specified in the Hire Agreement Form and detailed within the facility's capacity listing.



## 6. RESPONSIBILITIES

The Hirer **SHALL:**

- 6.1 Ensure that occupants of the building can exit directly into open space or evacuation assembly points. Fire safety exits must always be left unimpeded at all times.
- 6.2 Ensure that the premises are entered and vacated as per the Hire Agreement. A penalty of \$40 per 15 minutes or part thereof will be charged if this condition is not met.
- 6.3 Ensure that, in the event of an evening hire, all guests must vacate the premises no later than 12:00am the following morning (or as otherwise stated in the **Hire Agreement**). Cleaning of the premises shall be completed no later than 12:00am the same morning. A penalty of \$60 per half-hour or part thereof will be deducted from the bond if this condition is not met.
- 6.4 Ensure that all cleaning is completed after the function/hire. This includes all appliances, equipment and furniture, sweeping, vacuuming and/or mopping of all spaces used, including toilets, hallway and entry floors, securing all rubbish in garbage bags and removing all decorations, empty cans, bottles, hard rubbish, cartons and other equipment is the responsibility of the Hirer. All furniture and cleaning equipment must be returned to original positions and storage areas, and the Hirer must take bagged rubbish off premises.
- 6.5 Pay any charges levied for cleaning of the premises, as may be deemed necessary by the Manager or duly authorised person, after inspection of the premises following the function/hire. (Refer – Hire agreement). Such charges will be deducted from the bond monies or billed to the Hirer.
- 6.6 Ensure the users and guests take all reasonable precautions and/or contents against spillage or other stains and damage.
- 6.7 Ensure that guests/users leave the premises quietly due to residential zoning.
- 6.8 Ensure that council regulations regarding excessive noise be adhered to, with no loud music after 10.00 pm Sunday to Thursday and 11.00pm Friday and Saturday. Premises to be vacated by 12.00am.
- 6.9 Arrange that all users/guests use the appropriate car parking facilities.
- 6.10 All guests, on leaving the premises after evening hire, must be considerate of residential neighbours and ensure noise is kept to a minimum.

- 6.11** Respect the local resident's right to privacy. This means that resident's property must not be damaged, altered or trespassed upon. This includes buildings, vehicles, gardens and fences. If damage should occur, Hirers must, within 24 hours, attempt to contact the resident concerned and arrange for the item's replacement or repair. Should a resident not be contactable, please contact the Facility Manager for further assistance.
- 6.12** Limit the attendance at any one hire to not more than the maximum capacity table outlined on page five.
- 6.13** Be responsible for the care, safety and use of all equipment brought into the premises during the hire.
- 6.14** Be prompt when picking up or returning the key (within 48 hours) unless otherwise approved by the Manager.
- 6.15** **Electrical Safety**
- 6.15.1** All electrical equipment brought into the Centre for use, must be in good condition and must have a current **Electrical Test and Tag (AS3760)**.
- 6.15.2** Must ensure all portable electrical equipment purchased must meet Australian standards.
- 6.15.3** All electrical appliances are maintained as per manufacturer's recommendations and Australian standards.
- 6.15.4** All electrical appliances are set up correctly and used safely.
- 6.16** Hirers utilising external catering services must ensure caterer has own insurance cover and provides to the Centre a copy of current Certificate of Currency.
- 6.17** Notify the Centre of any injuries, damages, emergencies or near misses that have occurred. Notification of injury, damage, emergencies or near misses can be made by contacting the Office staff on the next business day; the Hirer will need to complete an *'Incident Report Form'* which can be collected at the office.
- 6.18** Register their party/event/function with Victoria Police (forms can be collected from the office or completed online). Evidence of registration is required to be given to the office 7 days prior to the hire date.
- 6.18.1 "How to register a party"**
- Complete the PartySafe Registration form available online at [www.police.vic.gov.au](http://www.police.vic.gov.au) or from a local police station. It is preferable this is done one (1) week prior to the party.
  - Make sure all the details are entered correctly and submit the form to the local police station nearest the party (Croydon Police Station).
  - Ensure that a registration certificate is printed and placed at the front door showing guests the party has been registered with Victoria Police.

## 6.19 First Aid

**6.19.1** Be responsible for adequate First Aid. Facility Hire Managers/Booking Officers **are not** required to provide a first aid kit within the facility for use by Hirers.

It is the responsibility of each Hirer to ensure the provision of adequate coverage during their period of use/hire. Facility Managers/Booking Officers should ensure all Hirers are aware of this responsibility.

## 6.20 Swipe Cards and Keys

**6.20.1** Ensure that the Centre is notified of any lost or stolen swipe cards or keys immediately and the hirer will be responsible for any costs incurred in replacing cards or keys.

## 7.0 SECURITY/GATE CRASHERS

The Hirer must take precautions or make arrangements to prevent or restrict unwelcome guests to the hired event. **You must discuss your security arrangements with the Facility Hire Officer.**

The Hirer shall, when directed by management arrange for private security to be in attendance if the event is considered to be a risk (see section 7.8).

The Hirer is responsible to shut down the function and secure the building if the event becomes out of control.

The Hirer is solely responsible for ensuring the following security measures are followed at the completion of the function hire, failure to do so will result in the Hirer assuming full responsibility of any costs incurred as a result of the security breach as well as incurring a penalty fee minimum of \$88 or as determined by the Manager except in the case Yarrunga Community Centre, Logical or Guardian are found to be at fault:

- 7.1** All internal blinds to be left in a closed position.
- 7.2** All internal and external doors are to be locked and properly secured, including storage areas where applicable.
- 7.3** All windows must be checked and secured before exiting.
- 7.4** Alarm must be activated as per “Entering and Leaving” instructions.
- 7.5** All rooms and toilets are to be checked and secured. Windows must be shut and properly locked.
- 7.6** All lights must be switched off.
- 7.7** All heaters/air conditioners and equipment/appliances used during the function/hire must be switched off.

- 7.8** Please do not touch switches on Power Board that are marked **Leave On.**
- 7.9** In the event that a private security company is engaged the following applies:
- 7.9.1** Hirers are responsible for all security and crowd control aspects of their party
  - 7.9.2** Privately uniformed security must be licensed under the Private Agents Act 1996
  - 7.9.3** Hirers must ensure all security personnel are comprehensively briefed on their roles and responsibilities and are familiar with emergency evacuation routes and procedures.
  - 7.9.4** Hirers must ensure appropriate numbers of security are contracted for the nature of the event. The nature of the event e.g. number of attendees/natures of attendees/provision of alcohol etc. will determine the number of security personnel required. The current base industry standards (as at November 2011) are; 2 security personnel for the first 100 patrons, then 1 additional security personnel for each additional 100, or part thereof, following that.
- 7.10** The Hirer will be provided with contact numbers for a Yarrunga staff member, Maroondah City Council after-hours line and the Guardian Control Room. In the case that the Hirer can't arm or disarm the Centre, the Hirer's first point of contact should be a Yarrunga staff member. If the Hirer is found to be at fault, a call out fee minimum of \$80 will be charged and \$55 for every hour or part thereof afterwards. If the Centre, Maroondah City Council or Guardian are found to be at fault, the cost will be absorbed by the Centre or the appropriate organisation.

## **8 REFUND OF BOND**

- 8.1** All monies received for bond payments will be receipted and banked. Bond refunds will be paid by EFT and made payable to the Hirer named on the application form.
- 8.2** Yarrunga Community Centre will refund the bond to the Hirer within 21 business days of the Hiring date; once the access card has been returned and bank details received, less any amounts deducted by Yarrunga Community Centre to:
- 8.2.1** Repair any damage to the venue that occurred while the Hirer had access to the venue.
  - 8.2.2** If necessary, pay to clean the venue to its condition prior to the Hiring Date.
  - 8.2.3** Less any cost incurred from failure to comply with security requirements.
  - 8.2.4** Any security breaches that have occurred during the hire.

## 9 PRIVACY ACT

- 9.1** In compliance with the Information Act all personal information collected by Facility Managers/Booking Officers will be used for Council facility management business purposes and kept confidential. It will not be disclosed to any third party unless Council and/or the Facility Hire Manager/Booking Officer is required to disclose the information under other legislation or disclosure is deemed reasonable under the circumstances.

### **Further Information**

Further information on hiring terms and conditions is available from Yarrunga Community Centre.

A tour of the facilities can be arranged by calling 9722 8942.

For further information, please contact Yarrunga Community Centre on:

ph 9722 8942

[info@yarrunga.org.au](mailto:info@yarrunga.org.au)