

# Agreement for Casual Venue Hire



**SOUTH KINGSVILLE  
COMMUNITY CENTRE**

43 Paxton Street, South Kingsville 3015  
 ☎ 9399 3000 📠 9399 2282  
 ABN 98 885 027 531

<b>Name of Organisation / Individual</b>					
<b>Applicant Name</b> <i>(if different from above)</i>					
<b>Room(s) required</b>					
<b>Booking Taken by (for SKCC)</b>					
<b>Address</b>				<b>P/code</b>	
<b>Phone</b>	H	B	M		
<b>Email</b>			<b>Fax</b>		
<b>Driver's Licence Number</b>					<i>(Copy Attached)</i> <input type="checkbox"/>
<b>Proof of Incorporation attached</b> <i>(if applicable)</i>			<b>Certificate of Currency attached</b> <i>(re Public Liability, if applicable)</i>		
<b>Reason for Hire</b>				<i>Anticipated numbers attending</i>	
<b>Equipment Required</b> <i>(if available and insert number)</i>	<b>Tables</b> <i>(seat 8-10)</i>		<b>Chairs</b>		<b>Other</b>
<b>Day/s Required<sup>1</sup></b> <i>(Note these hours include set up, cleaning and packing up times – no time gaps)</i>	<b>From</b> <i>(Time)</i>	<b>To</b> <i>(Time)</i>	<b>Start Date</b> <i>(or day required)</i>		<b>End Date</b> <i>(if applicable)</i>
			/ /		/ /
			/ /		/ /
			/ /		/ /
<b>Fees Due</b>					
<b>Rate / hour</b>	<b>\$</b>	<b>Number of hours</b>		<b>Hire Charge Due</b>	<b>\$</b>
<i>Office Use Only:</i>				<b>Admin. Fee</b> <i>(non-refundable)</i>	<b>\$ 35.00</b>
<b>Deposit:</b>	<i>Receipt #</i>	<b>\$</b>			
<b>Bond</b>				<b>\$500</b>	
<b>Balance Due:</b>	<i>Date:</i> / /	<b>\$</b>			
				<b>TOTAL DUE</b>	<b>\$</b>
<b>BOND REFUND</b>					
<b>Bank BSB</b>			<b>Account No</b>		
<b>Account Name</b>					

<sup>1</sup> If more dates are required, attach a schedule outlining dates required

The User/Hirer/Lessee shall indemnify and keep indemnified South Kingsville Community Centre, 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 it by any of them arising out of, or in any way related to, the granting of this agreement and/or the use of the premises. The User's/Hirer's/Lessee's liability to indemnify South Kingsville Community Centre will be reduced proportionally to the extent that any act or omission of South Kingsville Community Centre, its servants or agents, contributed to the loss of liability. **I have obtained all permits licences and/or consents required for the conduct of the intended function/room use and I agree with all of the conditions outlined in the South Kingsville Community Centre (SKCC) Casual Room Hire – Conditions of Use.**

**Note: Public Liability Insurance is the responsibility of the organisation/person hiring the venue and is NOT covered by South Kingsville Community Centre**

**Privacy Statement:** The personal information requested on this form is being collected by SKCC 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.

## SPECIAL CONDITIONS OF USE

- **No confetti / glitter / sparklers / chewing gum to be used on premises.**
- **Noise levels such as music etc.** It is agreed that noise levels will not be able to be heard from outside, especially the back of the building. If noise is too loud hirers will be requested to lower the volume immediately otherwise any function will be cancelled immediately and bond forfeited.
- **Any children to be supervised** and not to wander in the building or outside.
- **No unauthorised use of any adjoining rooms** – additional fees may be charged.
- **All rubbish to be taken away** by hirer(s).

## GENERAL CONDITIONS OF USE

### ROOM HIRE CHARGES

Room hire charges will consist of a booking fee plus an hourly rate for the room hire. The booking fee is equivalent to 20% of the total hire charge. A non-refundable administration fee of \$35.00 applies for all bookings. Room Hire rates will commence from time of setting up until and including cleaning up time. Variations to rates can be negotiated only with the CEO. **NO ADDITIONAL SET UP OR CLEAN UP TIMES ARE ALLOCATED ON TOP OF THE HIRE TIMES.** If any variations are agreed upon they will be attached in writing to the Conditions of Use and signed by both parties.

### BOND

All casual hirers are required to pay a bond for the hire of SKCC rooms. Bond money will be returned when the SKCC management is satisfied that the hirer has met the requirements stated in the Conditions of Use. If any of the conditions are not met, either the whole or part of the bond will be withheld at Management's discretion.

Bonds must be paid in cash, by EFTPOS or Credit Cards. Cheques will not be accepted.

In the case of any portion of the bond being retained for breach of the Conditions of Use it will incur GST of 10%.

### APPLICATIONS FOR ROOM HIRE

All requests for hall hire must be made in writing using the Agreement for Venue Hire form.

The Hirer, having signed the form, undertakes to comply with the Conditions of Use.

All enquiries and 'day to day' matters concerning South Kingsville Community Centre are to be conducted at the SKCC Office during business hours.

A booking will not be confirmed unless a signed completed application form and the booking fee are received.

### BUILDING ACCESS

SKCC staff will either arrange a staff member to provide access to the building or will issue a key and alarm code to the hirer and/or nominated other responsible person at time of bond payment. SKCC staff will walk the hirer through the building access and alarm procedure when the key is picked up. SKCC staff will advise the hirer of the location of the light switches and heating/cooling controls.

### CANCELLATIONS

The amount of notice required for cancellations is 50% of the period that the booking is held. For example, if a booking is made 6 weeks in advance, **Notice of 3 weeks** is required for cancellation. If a booking is made 2 weeks in advance, **1-week notice** is required. This is in order that the Centre treats everyone fairly and is not refusing bookings for people or organisations booking well in advance and then cancelling. Failure to comply will result in additional fees.

### HIRE REFUNDS

Refunds will only take place if the appropriate notice is given. In the appropriate notice is not given then the deposit will not be refunded. **For all cancellations, regardless of notice time, an administration fee of \$35 will apply.**

## NOISE LEVELS & FINISHING TIMES

South Kingsville Community Centre is situated in a residential area and therefore SKCC request that all hirers respect our neighbours. It is the responsibility of the hirer to ensure that the noise emanating from the function does not cause a public annoyance and that all noise pollution regulations are complied with.

All amplified noise (music/microphones), must be ceased by:	The premises must be vacated by (NOTE: If your booking is not until 10 pm then you must leave the Centre at the nominated time booked):
▪ Sunday to Thursday – 9.30pm	▪ Sunday to Thursday – 10.00pm
▪ Friday to Saturday – 10.00pm	▪ Friday to Saturday – 10.30pm
<b>These times are <u>NOT</u> negotiable</b>	

The applicant and nominated other responsible person will remain on site throughout the function and be responsible for function behaviour.

## CLEANING & RUBBISH

Cleaning checklist to be completed before and after the function by the hirer and a SKCC representative.

The hiring party is responsible for leaving the building in a clean and tidy condition. All rubbish to be removed by hirer including glass and function rubbish or bond will not be returned. The hirer is to provide their own plastic garbage bags and cleaning products.

All surfaces, including tables, chairs, stove and sinks to be wiped clean. All floors to be swept mopped and vacuumed if dirty. All brooms and cleaning equipment/materials to be returned to kitchen or respective storage area.

All chairs are to be stacked in the storage area or respective rooms after wiping.

No drawing pins or other materials which will puncture walls, floor or other surfaces, are to be used. (Blu-Tac is recommended). All decorations are to be removed; including all balloons, sticky tape and pieces of string (Blu-Tac is recommended). No decorations are to be placed on ceiling fans or light fixtures.

Confetti, fairy dust, sparklers and chewing gum are not permitted (see **Special Conditions of Use**).

***NOTE : If cleaning instructions are not adhered to, the bond money will not be returned***

## ALCOHOL & DRUGS

The serving of alcohol at a function is the responsibility of the hirer. South Kingsville Community Centre does not condone the serving of alcohol to minors and insists liquor laws are adhered to.

Any group planning to sell alcohol must apply to Victorian Commission for Gambling and Liquor Regulation on 1300 182 457.

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 and reported to the police.

## SMOKING

South Kingsville Community Centre is a **Non- Smoking** environment. Should the hirer permit its guests to smoke outside the building it is the responsibility of the hirer to provide adequate disposal units for cigarette butts and to ensure the removal of any and all butts and that those butts and other litter removed from the premises. We do not allow smoking at all on the premises. Persons must leave the vicinity and stand on the footpath.

## KITCHEN & FOOD SAFETY

Shared kitchen access is included in hire. SKCC provides a registered Class 2 Kitchen.

South Kingsville Community Centre is not responsible for the food handling practices of the hirer. It is the responsibility of the hirers to comply with all safe food handling regulations and acts. Should the hirer engage the services of a catering company, the catering company is responsible for complying with all safe food handling regulations and acts.

Any group planning to sell food to either their members or the general public must apply to the HBCC Environmental Health Services Unit for the appropriate permit(s).

## ENTERTAINMENT

The hirer is welcome to provide external entertainment suitable within the confines of the hall and conditions of use. SKCC Management must be advised if the hirer intends to use external entertainment and a copy of their public liability insurance must be supplied with the Application for Hire form. Due to the excess wear and tear on the floor animal farms are not permitted in the hall.

## OTHER CONDITIONS

- Centre Management is not liable for damage to or loss of equipment or food belonging to hirers.
- All hirers are to respect the rights of others including equipment and belongings.
- Hirers are required to set-up and stack away furniture as required.
- All breakage and damage must be reported promptly to SKCC staff on 9399 3000 so that repairs and/or replacements can be organised. Compensation for damage will be required and Bond may be forfeited.
- The hirer is responsible for removing any spillage throughout the hire
- Children are welcome but must be fully supervised by an adult at all times whilst in the facility. This includes the hallways and toilets.
- Groups wishing to gamble on the premises must apply to the Victorian Casino & Gaming Authority 9651 3333 for the appropriate permit.
- All emergency exit doorways and passageways should be left clear at all times.
- If fire alarms are set off during function hire, the hirer may be responsible for the call out fee of the Melbourne Metropolitan Fire Brigade.
- Any hired equipment (ie tables, chairs, juke boxes, etc.) is to be removed immediately after the hire has concluded. No equipment is to be left for collection the next day.
- A copy of any permits required are to be provided to the Centre Manager at least 48 hours prior to the function.

**Note: Management reserves the right to review fees for room hire, to have discretionary powers over access and to set any special conditions it sees appropriate provided they fit within the aims and objectives and Policies of South Kingsville Community Centre.**

### SCHEDULE OF ADDITIONAL CHARGES

Listed below are the amounts which may be charged or deducted from the bond to cover additional costs associated with these occurrences.

RATE	ITEM
\$80.00 Per Hour	Additional Cleaning
\$300.00	Failure to adhere to cleaning requirements.
\$75.00	Lights left on
\$200.00	Chewing gum removal
\$75.00	Heaters/Air Conditioners left on
\$100.00	Rubbish not removed
\$100.00	Failure to remove cigarette butts from outside area
\$100.00	Decorations or part thereof left on walls, floors, and other areas.
\$200.00	Failure to set alarm correctly
\$200.00	Use of Confetti, sparklers or fairy dust and any other substance noted in conditions as being unacceptable
\$150.00 per hour	Function continuing after hire period
\$300.00	Failure to secure the venue properly
\$300.00	Police being called to disturbances
\$200.00 per extinguisher	Unnecessary discharge of fire extinguisher
\$300.00	Lost Keys
\$300.00	Improper use of Venue
\$300.00	Smoking inside the building or in the building grounds
As per quotation	Broken windows / glass
As per quotation	Staining of Carpets or damage to flooring
As per quotation	Damage to venue and / or furnishings
\$200.00	Insufficient notice of cancellation

# VENUE HIRE CHECK LIST

**Note:** Check List is to be completed *PRIOR to the venue hire booking*. Boxes are to be ticked as each item is DISCUSSED, EXPLAINED and AGREED TO by the hirer.

Item:	Discussed, explained and agreed to
▪ Necessity of adherence to booked times discussed	<input type="checkbox"/>
▪ Arrangements for staff member to provide access	<input type="checkbox"/>
▪ Key collected and 'Key Record' form completed	<input type="checkbox"/>
▪ Code received & alarm procedure demonstrated	<input type="checkbox"/>
▪ Key collection/return process discussed	<input type="checkbox"/>
▪ Location of light switches advised	<input type="checkbox"/>
▪ Heating/Cooling appliances demonstrated	<input type="checkbox"/>
▪ Location of cleaning materials advised	<input type="checkbox"/>
▪ Cancellations, refunds, non-refundable admin fee	<input type="checkbox"/>
▪ Noise levels discussed	<input type="checkbox"/>
▪ Condition of room :	
▪ Floors	<input type="checkbox"/>
▪ Walls	<input type="checkbox"/>
▪ Kitchen	<input type="checkbox"/>
▪ Toilets (SKCC cleaner will clean after hire)	<input type="checkbox"/>
▪ Hallway / Art Gallery (CAGE)	<input type="checkbox"/>
▪ Foyer	<input type="checkbox"/>
▪ Rubbish Removal	<input type="checkbox"/>
▪ Cigarette Butts in Outdoor Area	<input type="checkbox"/>

**Comments:**

**Declaration:**

I/We have read, understood and accepted **all conditions**, (including Special Conditions), listed in this document.

I/We have read, understood and accepted that we have discussed the VENUE HIRE CHECKLIST items

I/We understand that if we do not pay in full by the agreed date, booking will be cancelled automatically and any part refund will be according to SKCC policy and this Agreement.

I/We understand that I am not entitled to arrive before, or leave later than, the times indicated on this agreement (or on any schedules attached hereto). This is not negotiable.

Where the person/s is/are acting on behalf of an organisation, I confirm that I am an official signatory of the organisation and/or, am authorised to sign this agreement on behalf of that organisation.

<b>Name of Applicant</b> <small>(or Authorised Representative):</small>	<hr/> <small>Please Print Clearly</small>	
<b>Signature</b>		Date    /    /
<b>SKCC Representative:</b>	<hr/> <small>Please Print Clearly</small>	
<b>Signature</b>		Date    /    /
<p><b>Note:</b>                      <b>Bookings are not confirmed until the deposit is received.</b></p> <p>                                    <b>Payment must be made at least 10 working days after the deposit is paid otherwise booking will be cancelled and deposit forfeited</b></p>		

### Office Use Only

Entered in Front Desk	<b>Initials:</b> <b>Date:</b> /        /
Entered in Admin Calendar <small>(all dates; including for final payment, reminders to collect keys; process bond refunds etc – classified “red”)</small>	<b>Initials:</b> <b>Date:</b> /        /
Entered in Venue Hire Register	<b>Initials:</b> <b>Date:</b> /        /
“Request for Account / Payment Variation” raised	<b>Initials:</b> <b>Date:</b> /        /
Cleaner organised	<b>Initials:</b> <b>Date:</b> /        /
Payment finalised	<b>Initials:</b> <b>Date:</b> /        /

# Public Liability Waiver

I acknowledge it is the policy of South Kingsville Community Centre that the hirer has Public Liability Insurance Cover.

I hereby apply to waive the requirement that I hold such Insurance.

I acknowledge I do not have Public Liability Insurance in place to provide cover to myself or other members of the group utilising South Kingsville Community Centre.

As a result, I acknowledge and agree that I will use and occupy the venue at my own risk. I release SKCC from all claims resulting from any damage, loss, death or injury suffered by myself or my participants/guests in connection with SKCC except to the extent that SKCC is negligent.

I acknowledge that I take full responsibility of any action that may result in a claim for negligence that may have been prevented by my personal action.

I .....(Supervisor/Hirer)

of .....

Address/Activity/Program/Event)

Date(s) of Hire: .....

acknowledge that I have read and understood the Venue Hire Conditions and Public Liability Waiver and accept the terms and conditions as set out in the policy.

Signature: \_\_\_\_\_

(Name and Signature)

Date: \_\_\_\_\_

Witnessed on behalf of SKCC by: \_\_\_\_\_

(Name and Signature)

Date: \_\_\_\_\_

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**Hobsons Bay**  
CITY COUNCIL

# emergency procedures

SOUTH KINGSVILLE COMMUNITY CENTRE

## In an emergency, dial 000

for Police, Fire or Ambulance

## Evacuation assembly points

Primary: Brunel St. end of car park.

Secondary: Paxton St. on footpath outside No. 45

## Legend

- internal exit path
- assembly area pathway
- EXIT exit signs
- dry chemical fire extinguisher
- H<sub>2</sub>O fire extinguisher
- CO<sub>2</sub> fire extinguisher
- wet chemical extinguisher
- fire hose/hydrant
- fire blanket
- first aid

## In the event of an emergency

1. Move persons from immediate danger only if it is safe to do so
2. Follow instructions issued by emergency wardens or staff member in charge.
3. Evacuate the building to a safe area as directed by the emergency warden
4. Remain in the evacuation assembly point until further notice

design by  
**symtac**  
syntac.com.au

