



## **YARRAVILLE COMMUNITY CENTRE CONDITIONS OF HIRE**

### **Inspection of spaces is by appointment only**

To make an appointment, please phone the Yarraville Community Centre on 9687 1560.

### **1. APPLICATION FOR HIRE**

An application for hire of the centre must be completed, signed and forwarded to the centre prior to the date of the booking along with a signed copy of the Venue Hire – regular/casual form. In doing so the hirer agrees to comply with the conditions of hire. Please note that you will be agreeing to the conditions of hire for all members of your group, and we would suggest that you make all members aware of the conditions.

### **2. BOOKINGS**

Advance bookings are required to ensure that the centre is available. Bookings should be made as early as possible and will only be confirmed on receipt of payment. Payment must be made within 7 days. Refunds will only be considered when a written request is received 14 days prior to your room hire date. An administration fee of \$20 applies.

### **3. ADHERANCE TO HIRE TIMES**

The hirer is to adhere to the start and finish times for hire as booked. Hire times must include setting up and packing/cleaning up. If the function finishes late, the hirer will be obliged to pay an additional fee for time used (in excess of the hire times). Spaces hired and common areas used must be packed up and left in a clean and tidy condition or the hirer will then be liable for any additional time worked by staff/cleaner at applicable rates. All amplified noise must be switched off at 10.00pm Sundays – Thursdays (including public holidays), and at 11.45pm Fridays and Saturdays.

### **4. LIMIT OF HIRING**

The hirer shall only be entitled to the use of the particular part/s of the building hired. Management reserves the right to let any other portion of the building at the same time. Under no circumstances, except by invitation, are members of a group permitted to disturb other groups/individuals using the centre. No group has the right to monopolise the small kitchens and lounge areas.

### **5. SECURITY**

It is the hirer's responsibility to ensure all doors and windows are locked and heating and cooling and equipment is turned off. The building must be secured and alarmed when leaving. Keys and/or swipe card must be returned to the office the next day or if on a weekend on the Monday following the function, a fee will apply if a swipe card and/or keys are lost or not returned. Failure to turn off equipment and/or heating/cooling may result in an additional fee.

### **6. DAMAGE TO PROPERTY**

The fittings and fixtures of the centre must not be broken, pierced by nails or screws or in any other way damaged. The hirer will be liable for any costs incurred by the centre in repairing, making good any damage and any non-routine cleaning of the centre, its fixtures, fittings and any equipment contained therein. The hirer must replace any centre property, which is deemed by Management to be damaged beyond reasonable repair. In the event that the centre, or any curtains, floors, fittings, furniture or equipment, is damaged to such an extent that it affects another hirer's use of the centre or requires a booking to be cancelled, the hirer will be liable for all costs and losses incurred by the centre.



(including the costs of repairing such damage), refunds of deposits, hiring fees and other loss of revenue. No notice, sign, advertisement, fittings or decorations of any kind may be erected without the prior consent of Management.

## **7. FREE ACCESS**

Yarraville Community Centre staff and other authorised officials, shall at all times, be entitled to free access to any and every part of the building.

## **8. GOOD ORDER**

The hirer is responsible for the full observance of public decency whilst at the centre. The hirer should not allow any activity or lewd behaviour, which could offend standards of public decency. No spitting, obscene or insulting language or disorderly behaviour shall be permitted in any part of the centre and Management reserves the right to refuse admission to any person/s or to remove from the centre, any person/s doing such things as are prohibited by this clause. The hirer must observe any directions or instructions given by authorised centre staff or representatives.

## **9. SUPERVISION OF GROUPS**

A responsible adult must supervise children at all times. Children are not allowed to run or play in the centre. A responsible adult must be in attendance if appliances are to be used by your group in the kitchen.

## **10. FUNCTIONS/PARTIES USING YARRAVILLE COMMUNITY CENTRE**

Functions/parties using the centre at Francis st, Victoria st or Blackwood St Neighbourhood House including but not limited to; Weddings, Birthdays, Anniversaries or other celebrations, will require payment of a security bond for the venue and if hiring Francis St or Victoria St a swipe card bond, returnable upon acknowledgment of the hirer's adherence to all conditions of hire outlined in this document. This bond must be cash only.

## **11. CLEANING**

The hirer shall leave the centre in a clean and tidy condition and shall immediately remove all rubbish, refuse and waste matter to the bins provided. Additional cleaning charges may also be incurred by the hirer should this be deemed appropriate by the Management. Floors that have been soiled must be swept and mopped as necessary at the conclusion of sessions. Cleaning equipment is available for you to use in each room. Cleaning responsibilities apply to spaces hired and common areas used. Helium balloons must be firmly secured and removed at the conclusion of each function; if they become loose they cannot easily be retrieved due to high ceilings and interfere with the security alarm system. Additional fees may apply to the hirer should the alarm system be affected by loose helium balloons. In the interest of the safety of all patrons, confetti or rice is not permitted in the centre under any circumstances.

## **12. PROTECTION OF FLOORS**

Management request hirers take care and not drag chairs and tables across the wooden floors. Hirers found in breach will be liable for re-surfacing costs. Management may issue directions for the protection of floors, which hirers are expected to comply with. Upon request, hirers or caterers may, at the discretion of Management, bring into the centre ice or like material, provided it is enclosed in leak proof containers.

### **13. FURNITURE**

Hirers are required to set-up and stack away furniture as needed and where directed. Chairs are not to be stacked more than 8 high in the hall. Any borrowed furnishings or equipment must be returned to their rightful place following each use. If furniture is not stacked how and where directed, then the hirer will be liable to a standard rate for additional time worked by staff to re-stack furniture or return furniture to its rightful place.

### **14. LIQUOR**

The centre is licensed only for the consumption of liquor. If the hirer intends to sell any liquor in the centre, the hirer must obtain the appropriate permit from the Liquor Licensing Commission. A copy of this permit must be produced if requested by a member of staff. The hirer at the cease of the function must remove all bottles and cans, where alcohol is served. Alcohol can only be consumed within the room that has been hired (not in the communal areas).

### **15. CATERING**

The hirer will be responsible for ensuring that the kitchen is left in a clean and tidy condition, that all equipment, fixtures and utensils are left clean and in good order. If this is not complied with to the satisfaction of Management, the hirer is responsible for all costs incurred by the community centre.

### **16. OBSTRUCTIONS**

The hirer shall comply in every respect with regulations under all relevant Acts with regards to public buildings for the prevention of overcrowding and the obstruction of passages, corridors, external walkways and disabled access. Any person causing an offence against such regulations shall be asked to leave the centre by centre staff. If a local law has been breached, the hirer will be liable.

### **17. OPEN FLAME LAMPS, FIREWORKS & PYROTECHNIC DEVICES**

No open flame (including candles), kerosene or spirit type lamps shall be used in any part of the centre. Centre Management will be the sole arbiter regarding this matter. No fireworks, pyrotechnic devices or any like material is permitted in the centre under any circumstances. You may be liable for a fee from the MFB if you do not comply with the above.

### **18. ADVERTISING NOTICES**

No signs, notices or the like can be displayed outside the centre or its precincts without the prior consent of Management, and if necessary, local laws.

### **19. ANIMALS**

No animals shall be allowed in the centre without the written consent of Management, who may impose such conditions as they see fit. This condition does not apply to guide dogs under the control of visually impaired persons.

### **20. SMOKING**

Smoking is prohibited within the Yarraville Community Centre buildings and the childcare outdoor areas. Please do not smoke near the entrances of the buildings, we have two ashtrays on the side of the building at Francis St



## **21. THEFT**

Neither the centre, Management or its staff shall be liable for any loss or damage sustained by the hirer. Nor, are Yarraville Community Centre personnel liable for the loss, damage or theft of articles entrusted to the hirer whilst at the centre. The hirer hereby indemnifies the centre personnel against any claim by any such person, firm or corporation in respect of such article/s.

## **22. DISPUTES**

In the event of any dispute or differences arising as to the interpretation of these conditions or of any matter or thing contained therein, the decision of Management shall thereon be final and conclusive.

## **23. VISIT TO SITE**

We recommend you come out to look at the room prior to booking. If you choose not to come out to view the room and are not satisfied with the room on the day, we are unable to guarantee another option and you will not be entitled to a refund.