



# Application for Regular/Casual Venue Hire

The **Yarraville Community Centre Conditions of Venue Hire** must be read and agreed to on completion of this form ☐ I understand and accept the Conditions of Venue Hire. All sections of this form **MUST** be completed.

Name of Organisation/Group/Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Address (if different from above): \_\_\_\_\_

☐ Not for Profit

☐ Incorporated

☐ For Profit

☐ ABN \_\_\_\_\_

Office use only:

I/D: \_\_\_\_\_

Key/Swipe: \_\_\_\_\_

Bond receipt: \_\_\_\_\_

Bond return date: \_\_\_\_\_

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

Cost: \_\_\_\_\_

Receipt No: \_\_\_\_\_

**Venue:**

☐ **59 Francis St, Yarraville**

☐ **114 Blackwood St, Yarraville**

☐ **9 Victoria St, Footscray**

We will use your email address as the first point of contact for any correspondence.

Main Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Invoicing details (if different from contact person)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Description of Activity:** \_\_\_\_\_

**Expected number of participants per session:** \_\_\_\_\_

1. Room/site: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

2. Room/site: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

3. Room/site: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

4. Room/site: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

**\*TIME BOOKED INCLUDES SET UP AND PACK UP TIME**

### Equipment available for hire:

☐ \$58 per function - Projector with whiteboard & laptop (or BYO laptop) - Francis St & Victoria St class room only

☐ \$29.50 per function "Not-for-Profit" Projector with whiteboard & laptop (or BYO laptop) - Francis St & Victoria St class room only

☐ \$150 per function – Projector & screen hire in HALL (BYO laptop)

☐ \$100 per function "Not-for-Profit – Projector & screen hire in HALL (BYO laptop)

**(BYO Staedtler whiteboard markers at all sites)**

Please note whiteboards are available at all venues. Further information on equipment specifications are available when booking. Any electrical equipment brought into the building must be tested and tagged by a licensed electrician. Availability must be confirmed with Centre Staff prior to your booking equipment

**Upon acceptance of this application, I / we have read and agree to comply, in all respects, with the Conditions of Hire, we also acknowledge that a cash bond and photo ID will be required when collecting the key or swipe for this booking.**

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

Name: \_\_\_\_\_

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

Personal information requested such as name and address, is collected for the purpose of registering & administering applications for hiring of community centre facilities. The personal information collected will not be used for any other purpose or disclosed except as may be required by law. If you do not provide the information then your application may not be processed. You may access the information collected about you by contacting us on 9687 1560.

**Parking:** Off street parking is available adjacent to the **Francis St building**. All day parking is available in Stephen St and surrounding streets. \*Please note that the extension of Stephen St from the YCC car park on is private land. Do not park in this street or the visitor's car parks, they are for residents' visitors only. All day parking is available in **Blackwood St** and surrounding streets. This is a residential area so we ask that every courtesy be given to our neighbours and if parking in the street that you allow plenty of room for residents to access their driveways. Parking is available behind the **Victoria St building** and throughout Footscray. Some parking time limits apply.

**Rooms:** Groups are required to adhere to the time that the room has been booked. Rooms must be left in a clean and tidy condition. Please allow time to setup/pack up furniture in your booking time. Please note that rooms have signs and photos as to where tables and chairs must be stacked or left as found.

**Lounge Area:** The lounge and kitchen areas at Francis St and Blackwood St are communal areas.

**General:** Yarraville Community Centre is used by artists and community groups, please respect the privacy of these other groups when using the Centre.

**Inspection of spaces is by appointment only. To make an appointment, please phone us on 9687 1560.**

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.

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

Name: \_\_\_\_\_

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

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**Inspection of spaces is by appointment only. To make an appointment, please phone us on 9687 1560.**

We recommend you come out to look at the room prior to booking, if hiring the projector to test out. 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.

☐ Please tick if you wish to subscribe to our e-newsletter and course brochure, or go to [www.ycc.net.au](http://www.ycc.net.au)

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

### **Inspection of rooms for hire 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, so please ensure all members are 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 HEALTH GUIDELINES AND PROCEDURES**

Room hirers will adhere to public health guidelines issued by the Victorian Government Department of Health, as amended from time to time by the Government; and to procedures in place at the venue.

### **4. 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.

### **5. 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.

### **6. 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 on the next business day following the hire period. 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.

## **7. 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 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.

## **8. 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.

## **9. 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 that could offend standards of public decency. No spitting, obscene or insulting language, or disorderly behaviour is permitted in any part of the centre. Management reserves the right to refuse admission to or remove from the centre any person/s doing such things as prohibited by this clause. The hirer must observe any directions or instructions given by authorised centre staff or representatives.

## **10. SUPERVISION OF GROUPS**

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

## **11. BONDS FOR FUNCTIONS/PARTIES USING YARRAVILLE COMMUNITY CENTRE**

A Venue Hire bond is required for room hire at Francis St, Victoria St or Blackwood St Neighbourhood House. A swipe card bond may also be required if hiring a room at Francis St or Victoria St.

Both bonds must be cash only and will be returned upon acknowledgment of the hirer's adherence to all conditions of hire outlined in this document.

## **12. CLEANING**

The hirer must leave the centre in a clean and tidy condition, and place all rubbish, refuse and waste matter in the bins provided. Additional cleaning charges may 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 hired spaces 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.

**\* Remove all your items from the fridge/freezer at any site. If items are left in the fridge/freezer a fee will be taken from your bond.**

### **13. PROTECTION OF FLOORS**

Management request hirers take care and not drag furniture 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.

### **14. 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 returned as found, 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.

### **15. 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. Alcohol can only be consumed within the room that has been hired (not in the communal areas).

### **16. CATERING**

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

### **17. 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.

### **18. 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 significant fee from the Melbourne Fire Brigade if you do not comply with the above.

### **19. 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.

### **20. 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.

## **21. 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.

## **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. THEFT**

The centre, management or its staff shall not 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.

## **24. VISIT TO SITE**

We recommend you visit and inspect 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.

## **25. PROJECTOR HIRE**

If hiring the projector and bringing in your own laptop we suggest you come out to test it out. You will need to bring in your own HDMI cable.

## **26. FIRST AID KITS (locations)**

At Francis St in both communal kitchen areas (upstairs and downstairs)

At Victoria St in both kitchen areas (upstairs and downstairs)

At Blackwood St on top of fridge in the kitchen area (back room)

## **27. Heating/Cooling**

Please read instructions near heating/cooling on how to operate.