



**WALKER CLOSE COMMUNITY CENTRE AND BROOKLYN HALL ASSO. INC.**

**VENUE HIRE AGREEMENT FOR REGULAR USERS**

This **AGREEMENT** is made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Between Walker Community Centre and Brooklyn Community Hall Inc Association (ABN 68364397846)

**AND**

**THE HIRER** whose name and address appeared here under in referred to as ("**the HIRER**")

\_\_\_\_\_

Hire for \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**PURPOSES**

The purpose of this contract is to provide venue hirers with a clear guide of their rights and obligations on hiring the venues.

The policy aims to ensure that a range of user groups have fair and equitable access to Centre’s facilities. Uses of the Community Halls require agreement by the hirer to comply with the Terms and Conditions. This agreement is confirmed by reading carefully the Hire conditions and by signing each page.

**Definitions**

Community Hall is any one of the Community facilities managed and maintained by Walker Close Community Centre. The hirer is any group or individual entering into an agreement for the use of a community hall.

**Conditions of Hire**

**This contract of agreement is subject to be renewed every six months.**

**Booking**

A separate booking form for the venue hire must be completed and signed, specifying the times and dates you will be using the facilities.

- Times booked must include setting up and cleaning times.
- The Centre permits the Hirer and its employees, agents, sub-contactors and authorized representatives to have access to the Site during the Term for the assessment of the Site for technical and logistical requirements in connection with the program/event.

**Signed:** \_\_\_\_\_ (**Hirer**)      **Date** \_\_\_\_\_

- The Centre permits invitees of the Hirer to have access to the Site for the duration of time that the Site is used for the program/event.
- The Hirer must not, without the consent of the Centre, access or permit access to the Site for any other purpose.

### **Cancellation of Booking**

It is to be noted that the facility has been booked specifically for your use on the day and time agreed to by this contract, and you will be invoiced for the same.

- Two weeks' notice **MUST** be given prior to cancellation of any function.
- If notice is not given, 25 % will be deducted from the invoiced (rental) amount deposited.

### **FEES AND CHARGES**

Fees may be charged for the hire of facilities and resources and to cover the costs associated with their use, including power consumption, water, cleaning, insurance, administration, additional wear and tear and the use of specific items of equipment.

As a minimum requirement, fees should at least meet the additional recurrent operating costs incurred through use of the facilities and resources; the hire price is subject to change depending on the current prevailing market price.

### **HIRING COST**

The hiring charges will be applied at the prevailing market cost and at the discretion of the committee of management. **The agreed price shown on the separate booking document is subject to be reviewed periodically.**

### **PAYMENT METHODS**

Payment is requested by issuing invoice and can be made in cash or cheque or direct deposit to bank

- No credit cards or EFTPOS accepted.

### **Bond:**

A bond of \$500.00 is required. Bonds will be returned after inspection of the hall providing the venue is left in a good condition and all guidelines have been followed. Part or full forfeiture of bond will occur if terms and conditions are not met. To get back the bond, both bond receipt and the key or swipe card must be returned to the Centre.

This payment must be separate from the rental fee, which will be paid at least two days before the start of the program.

### **Smoking**

The Brooklyn Hall and Walker Close Community Centre is a non-smoking venue. This complies with Council's policy and is not permitted inside the buildings, at the front of the community halls

**Signed:** \_\_\_\_\_ **(Hirer)**      **Date** \_\_\_\_\_

within 3 metres of entry doors or in the rear yard at any time. It is the responsibility of user to ensure that cigarette butts are disposed of correctly.

## Furniture

Please take care while moving equipment. All items of furniture must be returned to the appropriate storage cupboards correctly as per instructions, after use.

- A maintenance fee will be charged if storage instructions are not followed or items have not been put away.

**Please read signs in the community halls for details**

## Cleaning:

The Community Halls **MUST** be left in a clean and tidy when you finish your function.

- All areas and surfaces are to be left clean and tidy after use.
- Basic cleaning equipment is provided at the centre.
- Floors are to be swept and mopped after use.
- All kitchenware used must be cleaned and put away.
- Tables and chairs must be wiped down and returned to storage.
- All spillages must be cleaned immediately to prevent accidents or damage to the floors.
- Excessive marking on floorboards could lead to the forfeiture of bond monies.
- A minimum cleaning service fee \$150 will be charged if left unclean.

## External Services

You are welcome to use external services for your function at our Community Hall (i.e caterers, entertainment, jumping castles, cleaners), however you are responsible for all people accessing the Community Hall during your hire period and we strongly advise that you ensure they are aware of these guidelines. **No equipment is to be used which requires pegging down on any outdoor surfaces and no external equipment is to remain in the Centre after your hire.**

## Children supervision

Children are very welcome at the at the community halls.

- Children **MUST** be supervised at all times.
- Children are not permitted to roam outside the hired area or tamper with displays and equipment in the community halls.

## Public Areas

The Walker Close Community Centre foyer is a public area for all Centre users during business hours, walkways, toilets and doors must have clear access at all times.

Signed: \_\_\_\_\_ (Hirer)      Date \_\_\_\_\_

## Building access

Access to the Community Hall must be during booked times only. Alarm codes are specifically allocated to areas within the building and access is only given to areas booked. Any tampering or the incorrect setting of the Centres security will result in a security responding.

- The hirer will be charged any fees incurred by the security company (currently \$220).

Please ensure there is no one else remaining in the Centre, such as staff or cleaners, prior to locking up and activating the alarm.

## Alcohol:

The Walker Close Community Centre and the Brooklyn Hall are NOT licenced venues. Alcohol cannot be sold on the premises. However, the Community Centre may allow for consumption at a private function.

- Responsible service of alcohol guidelines is always to be followed.
- No alcohol is to be sold without a Liquor License obtaining a licence is the responsibility of the hirer.

## Heating and Cooling

Please ensure all heating and cooling are switched **off** before vacating the centre, fees will be charged against bond monies for leaving the heating/cooling system on after vacating the premises. Instructions are located on the wall near the controls.

## Safety and Security

**All windows and external doors must be locked and the centre alarmed** before vacating the premises. All lights must be turned off along with any electrical appliances must be double-checked that they are off before vacating the Centre

## Music and Noise:

Function finish times are **10pm Sunday-Thursday and 11pm Friday-Saturday**. We ask hirers to ensure the noise emanating from the function does not cause a public nuisance. You respect the rights of the local residents in accordance the Environmental Protection (Residential Noise) Regulation 2008 and Hobsons Bay City Council local law it is an offense to breach the time restrictions. A musical instrument and any electrical amplified sound reproducing equipment including a stereo, radio, television and public address system must be kept at minimum lower level if not a security call out fee charge will follow and is subject to breaching of the law.

## Rubbish

All rubbish must be removed from the premises including cigarette butts and disposed of by the hirer.

- We encourage all users to take rubbish and recycle home where possible.
- Please do not leave rubbish in or around the venue including Tennis Club and the park,

**Signed:** \_\_\_\_\_ **(Hirer)**      **Date** \_\_\_\_\_

Penalties will apply if you do not remove your rubbish accordingly your bond will not be returned.

### Decorations

- Please use **only** adhesives that do not leave marks or remove paint.
- Use only on the **wooden parts** of the walls and **DO NOT** use wall tracks.
- Do not staple decorations to curtains.

Due to our high ceilings, helium balloons may need extra long strings or be attached to the walls for easy removal.

**Do not leave helium balloons in the centre as they will trigger the alarm after hours and result in a security call-out fee.**

**Posters/decorations must be removed at the end of the group or function.**

### Damages

The hirer will be liable for replacement or repair of any items or areas damaged by their guests during hire.

- It is the responsibility of the hirer to inform the Centre Coordinator of any damages which occurred during the course of the function.
- Further penalties may apply if undisclosed.
- Please inform the coordinator upon return the key.
- Provide photo's as evidence, if you found damages upon arrival at the community hall.

Bond will be retained to cover the cost of the repairs of any damage caused or loss made during the use of the venue. If costs of damage and or loss exceeds the bond amount, the hirer will be liable to cover remaining costs.

### Orderly Entry and Departure

As the community halls are located in a residential area, please ensure you leave quietly and in an orderly manner at the specific time arranged.

- The building must be secured according to the Opening and closing instruction given to you.

**It is the hirer's responsibility to make sure that the Centre is left locked.**

### Keys

- Keys should be collected at least 2 working days prior to function during Office hours.
- **MUST** be returned to the Walker Close Community Centre at a date and time agreed.

Signed: \_\_\_\_\_ (Hirer)      Date \_\_\_\_\_

**Insurance**

It is the responsibility of the hires to have their own public liability insurance, for any loss, damage and or injury to persons, equipment and or property incurred in association with the use of the venues at the Walker Close Community Centre and the Brooklyn Hall.

The Walker Close and Brooklyn Hall Association Inc shall not be liable for any damage to and loss of equipment belonging to users whilst in use or left behind at the Centre

**Access to the policy**

The policy is available on the Community Centre’s website [www.walkerbrooklyn.com.au](http://www.walkerbrooklyn.com.au)

**COVID-19 FOLLO UP GUIDELINES**

All facility users must have the responsibility to strictly follow up and implement COVID-19 guidelines

- Sanitise hands on the entrance and at the time of leaving
- Wash hands frequently, use an alcohol-based hand sanitiser
- List of each group member attending the program
- All attendees must wear face mask
- Making sure to be at the required distance more than 1.5 metres between each person
- Any symptoms of sickness stay home and if unwell get tested.

**OTHER BINDING NOTES**

It is important that you switch off all heating, fans and lights before locking.

**Centre management reserves the right to review fees for Centre Hire, to have discretionary powers of access and to set any special conditions as it sees appropriate.**

**Declaration**

I have read the policy in detail and agreed to follow and to act in accordance with the procedures and conditions stipulated in the policy and re-confirm with following checklist:

HIRER SIGNATURE  
SIGNATURE

WALKER CLOSE REPRESENTATIVE

.....

.....

.....Name print

.....Name print

.....Date

.....Date

WCCBCH  
180 Millers Road  
Vic 3025

Ph :( 03) 9318 0521, fax: 9318 0607  
Email:admin@walkerbrooklyn.com.au

**Signed:** \_\_\_\_\_ **(Hirer)**      **Date** \_\_\_\_\_