



WALKER CLOSE COMMUNITY CENTRE AND BROOKLYN HALL ASSO. INC.
Venue Hire procedures

Condition of hire

Booking

A 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. To confirm booking, venue hire **must** be paid at the time of booking. There will be no changes to booking times without prior approval. The Bond amount must be paid when picking up the key. Bookings for functions for 13 – 21 year age groups are not accepted. **Tentatively booking must be confirmed with in three working days.**

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 has to be given prior to cancellation of any function. If notice is not given, 25 % will be deducted from the invoiced (rental) amount deposited.

Bond:

A bond of \$330.00 is required. (\$300.00 for the hall and \$30.00 for the Key) **We accept only cheques, cash or by depositing directly to our Bank account.** 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 conditions are not met. To get back the bond, both bond receipt and the key must be returned to the Centre.

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 centre 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 centre for details**

Cleaning:

The centre must be left in the same condition in which it was hired. 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 cleaning service fee will be charged if left unclean.

Signed : _____ **(Hirer)** **Date** _____ 1

External Services

You are welcome to use external services for your function at our Centre (i.e caterers, entertainment, jumping castles, cleaners), however you are responsible for all people accessing the Centre 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 centre. **We do ask that children must be under appropriate supervised at all times. And are not permitted to roam outside the hired area or tamper with displays and equipment in the centre.**

Public Areas

The foyer is a public area for all Centre users, walkways, toilets and doors must have clear access at all times.

Building access

Access to the Centre 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:

Alcohol cannot be sold on the premises, however the Community Centre may allow for consumption at a private function. Responsible service of alcohol guidelines should be followed at all times. No alcohol is to be sold without a Liquor License.

Heating and Cooling

Please ensure all heating and cooling is 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

Signed : _____ (Hirer) Date _____ 2

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 including cigarette butts **must be removed form the premises** 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, if not done accordingly your bond will be in jeopardy.

Decorations

Please use **only** adhesives that do not leave marks or remove paint; use only on the **wooden parts** of the walls and **not** diving wall tracks.

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 on key return if you found damages on arrival at the centre.

Orderly Entry and Departure

As the Centre is 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 and **must** be returned to the Centre Manager at a date and time agreed.

Insurance

All hirers **must** have their own Public Liability Insurance and they have to produce a copy of the document at the time of booking. If a copy of the document not produced or if hirers' don't have public liability insurance it is entirely up to the hirer to take all responsibilities. Walker Close Community Centre and Brooklyn Community Hall Association Inc. will not be liable for any accident happenings to the hirers' or to their group members individually or severally.

Signed : _____ **(Hirer)** **Date** _____ 3

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

Declaration

I have read and clearly understand the hiring obligations and agreed to follow and to act in accordance with the procedures and conditions stipulated in the hiring procedure and I re-confirm with following checklist:

- Music and Noise Smoking Furniture Cleaning: External Services:
- Children supervision Public Areas Building access Alcohol:
- Heating and Cooling Safety and Security Rubbish Decorations
- Damages Orderly Entry and Departure Keys Insurance

Printed Name _____ (Hirer) Date _____

Signed : _____ **(Hirer)** **Date** _____ 4

WALKER CLOSE AND BROOKLYN HALL ASSOCIATION INC.

BOOKING APPLICATION FORM

Walker Close Community Centre (WCCC) *
180 Millers Road
ALTONA NORTH VIC 3025

Brooklyn Community Hall (BCH) Cypress Avenue BROOKLYN VIC 3012
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Phone: 9318 0521

Fax: 9318 0607

Applicants Full Name: _____

Name of Group / Organisation: _____

Address: _____

Email Address: _____

Phone Numbers: BH: _____ AF: _____

Fax: _____ Mobile: _____

Venue Required. **WCCC** (Room 1 Room 2 Both) Brooklyn Hall

Event: _____

Date: _____ Day: _____

One off Regular Booking - Duration of Programme (Weeks): _____

Start Time: _____ Finish Time: _____

(Timings need to include setting up and cleaning up time)

Number of people expected to attend: _____ Male: _____ Female: _____

Approx Ages: 0-5 yrs _____ 5-12: _____ 12-18: _____ 18-35: _____ 35-60: _____ Over 60: _____

(This information is required for statistical reporting purposes only)

INSURANCE:

Do you have Public Liability Insurance? Yes: Please provide a copy of your certificate of currency.

No: ***Please note*** if a copy of certificate of insurance not produced Walker Close Community Centre and Brooklyn Community Hall Association Inc will not be responsible for any accident happenings to the hirers' group members individually and/or severally. It is entirely up to the hirer which means the hirer will take the responsibility.

Privacy

WCCC is collecting the personal information requested on this form for the purpose of processing your application. The personal information will be used solely by WCCC for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the hire of WCCC facilities and that they may apply to WCCC to access and/or amend of the information.

Acknowledgement

I acknowledge having read and agreed with the "Terms and Conditions stated above" and the policy attached to this form and undertake to comply in all aspects to such conditions.

Name: _____ Signature: _____

Date: _____

The application will not be processed unless signed.

Please return completed form to: Co-ordinator
Walker Close Community Centre
180 Millers Road
ALTONA NORTH VIC 3028

Or by Fax: 9318 0607

OFFICE USE ONLY:

Booking Taken By _____ Date: _____

Hire Amount \$ _____ Receipt No. _____

Bond Amount: \$ _____ Receipt No. _____ Date _____

Key No: _____ Code: _____ Key / & Code taken by hirer: Yes / No

Key Returned by hirer. Date: _____ Bond Returned by WCCC: Date: _____

Invoice Period: One-Off Monthly Term Other