



WALKER CLOSE COMMUNITY CENTRE AND BROOKLYN HALL ASSN 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: _____

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.
- 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 has to be given prior to cancellation of any booking. If notice is not given, 25 % will be deducted from the bond amount deposited.

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

FEES AND CHARGES

The hiring fee is calculated on an hourly basis and is determined on the type of programs/services either it is commercial or non-for-profit and will be listed at the time of completing booking form upon signing of this agreement. **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 \$330.00 is required payable only by cash or cheque or direct transfer to the Center bank account (**No credit cards or EFTPOS**). The bond must be paid at least two days ahead of the program starting date.

Key and security codes

The centre management will issue a key and a security code to the hirer that will be permanently kept and used by the hirer until the end of hirers' program. The hirer will have the responsibility to keep the key in a protective manner to avoid any loss or damage that might be caused. During this time of period if loss or damage occurred it will be the responsible of the hirer.

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.

External Services

Your 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

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

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. As a mandatory requirement **we do ask that children must be under appropriate supervision 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. Children are not allowed to run over in a distracting and disturbing condition. Children should always be under supervision.

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 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

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

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 from 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, 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 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 hirer's do not 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 their hirer or to their group members individually or severally.

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

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

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 _____