



CONDITIONS OF HIRE – REGULAR OR CASUAL BOOKINGS

1. Please complete and return the copy of the Hiring Agreement to:
Noble Park Community Centre, Memorial Drive, Noble Park or
info@nobleparkcommunitycentre.org.au. The person who signs the hiring Agreement shall be considered the Hirer, or signs on behalf of, and with the authority, of the Hirer so named.
2. Any damage in or to the Centre and/or its furnishings and equipment is the responsibility of the Hirer, and cost of repairs shall be charged to the Hirer OR deducted from the Bond.
3. The Committee of Management shall not be liable for any loss, damage or legal liability incurred by the Hirer.
4. Hiring times must be strictly adhered to as set out in the Hiring Agreement. Any extra time used above the stated hours will be deemed as part of the hiring hours and the Hirer charged accordingly. Hiring hours are to include setting up and cleaning up the Centre.
5. The Hirer shall:
 - 5.1 Enter and vacate the facility within the specified time, and leave it in a condition satisfactory to the Committee of Management.
 - 5.2 Securely lock all relevant areas used and turn off heaters, lights, fans, cooking equipment, etc. and leave area, room and equipment as you found it. Any equipment or furniture taken from other areas of the Centre must be returned. If you are last to leave the Centre, ALL areas must be checked and above security procedures carried out.
 - 5.3 Conserve energy by using minimum lighting and heating.
 - 5.4 Ensure areas and equipment used are cleaned and floors swept.
IMPORTANT – CLEANING OF FLOOR AREAS
 - Use only a damp cloth on floors and spot clean spillage areas
 - Use warm water only
 - Do not use any cleaning agent or detergent on any floor surface in the Centre
 - Do not use excess water on any floors in the Centre
 - 5.5 Supervise children at all times.
 - 5.6 Remove any decorations and other items used during time.
 - 5.7 Excess rubbish must be placed in bins outside back entrance to Centre.
 - 5.8 Only use the area/s designated in the hire agreement.
6. *The Hirer shall NOT:*
 - 6.1 Sub-let the facility or any part thereof.
 - 6.2 Allow the drinking of intoxicating liquor to persons under 18 years of age.
 - 6.3 Allow gambling or disorderly behaviour of any kind in the Centre and surrounds.

- 6.4 Allow illegal activities to be conducted or permitted to be conducted in the Centre.
- 6.5 Liquor Licence must be obtained if selling alcohol and displayed at Centre in kitchen. Licences are available from Police Stations.
7. The Committee of Management reserves the right for Committee members and staff to enter the Centre at any time, without notice.
8. Keys – where a Centre key is issued to the Hirer, it is the Hirer's responsibility for the safekeeping of the key. Loss of key/s will result in a charge of \$50 for each key lost.
9. At the Committee of Management's discretion, a penalty charge may be applicable to the Hirer in case of cancellation of any booking dates.
10. The hirer agrees that the Committee of Management has the right to cancel a booking without notice, in the event of power failure, equipment failure, industrial dispute, or any other cause.
11. If the Centre is used for a special event, other than the stated purpose of hire, e.g. special celebration in the form of a function, it is the Hirer's responsibility to ensure that the facility is left in a clean and tidy state, with all rubbish disposed of. A hiring fee is applicable for use of the kitchen for food preparation, cooking and catering on a large scale, i.e. functions, lunches, special celebrations. Additional cleaning required will be operated in back yard of Centre. No hot plates are to be used on kitchen Stoves. No cooking trays or pots larger than each individual gas jet are to be used. Damage to the stoves' burners and oven top plates will incur loss of bond or part thereof.
12. Parking – Centre users MUST park in Memorial Drive. Parking restrictions apply around the Centre. No parking on grass, or around the Centre and on access road to the side entrance to Centre.
13. This Agreement may be cancelled by the Hirer subject to approval by the Committee of Management and provided the Hirer has supplied written notice of the Hirer's intention to cancel to the Committee of Management 30 days in advance.
14. The Hirer is responsible for WorkCover for all workers, both paid and voluntary.
15. BOND – The REGULAR hirer's \$200.00 bond will be charged on the hirers 1st invoice full bond, it will then be carried forward from the previous year's booking unless cancelling the book, where the bond will be returned to the hirer. Loss of full bond or part thereof will be incurred if any of the Conditions of Hire have been breached.
16. The Hirer must have Public Liability Insurance cover. A copy of the Hirer's current Public Liability Insurance Cover must be returned with the Centre's copy of the Hiring Agreement. If the Hirer does not have a current policy cover they will be charged a fee.

Hirer Emergency Evacuation Procedures

Noble Park Community Centre Committee of Management holds the person signing the Hiring Agreement responsible for the safety of all persons attending the function or activity.

To improve the safety of you and your guests in the event that you need to leave the building because of the emergency situation, such as fire, gas leak or bomb threat, the following matters should be considered when organising a successful evacuation:

Use of Building:

- Know where all safe exits are located
- Designate a safe external assembly point.
- Keep all exits and exit paths clear during the use of the building
- Know where emergency equipment (such as fire extinguishers) are located
- Ensure activities to be undertaken by you and your guests are not dangerous

A detailed floor plan, indicating all exits and emergency equipment at the Centre is attached. Please, study this document carefully and feel free to ask the staff member any questions.

Emergency Equipment Usage:

- Call the Fire Brigade before attempting to fight any fire.
- Only attempt to fight a fire if you are trained to use the types of equipment provided and if it is safe to do so.
- Do not continue to fight the fire beyond 30 seconds. If it is not stopped within that time, commence an evacuation.
- If the fire cannot be put out by use of a single extinguisher, you must evacuate immediately.

Emergency Evacuation:

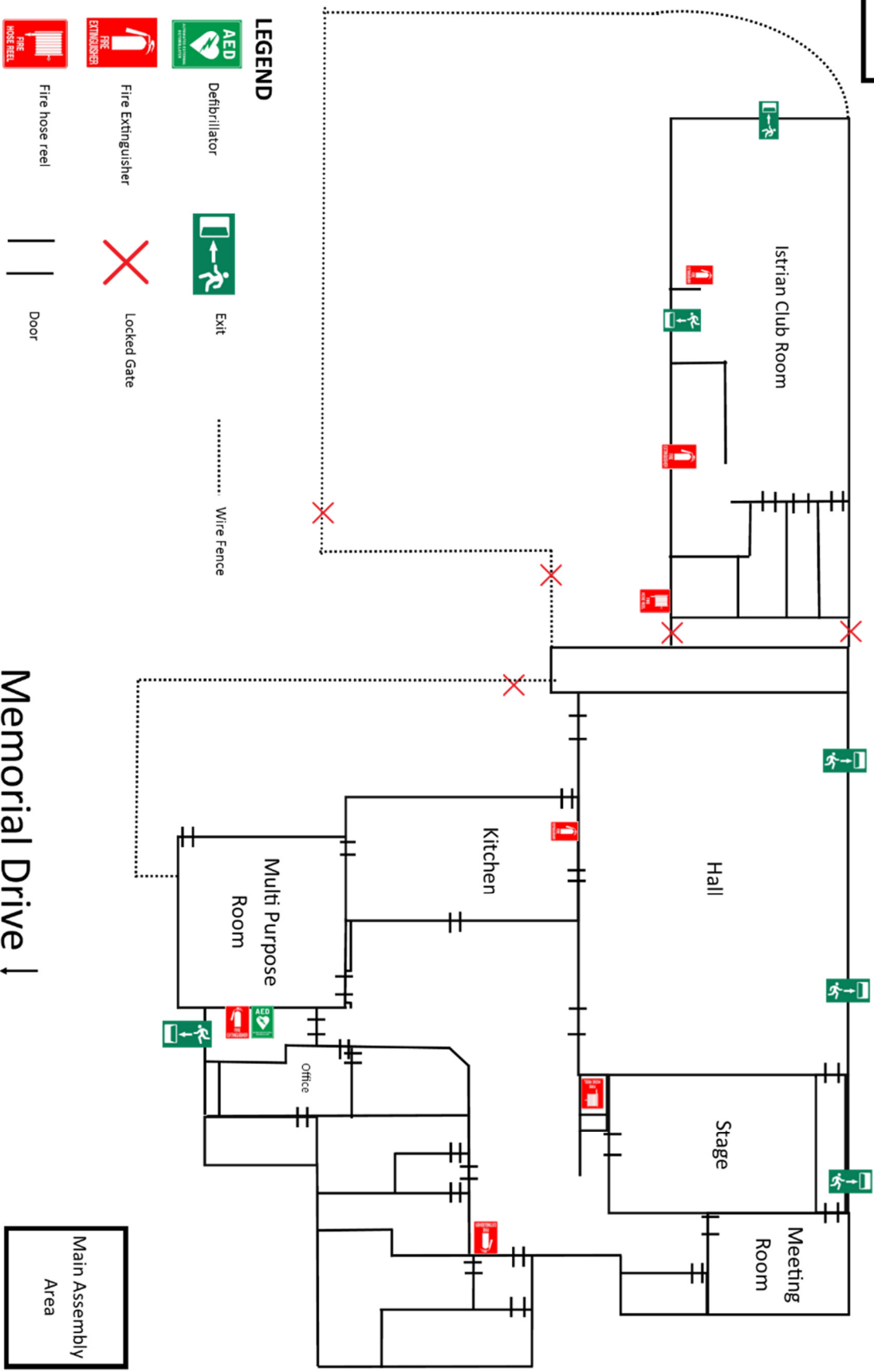
- Identify exact nature and location of the emergency
- Notify Emergency Services - 000
- Remain calm and ensure all occupants leave in an orderly manner.
- Do not stop to collect personal belongings
- Remember to search all areas of building for stragglers (ONLY if safe to do so)
- Check the status of all persons against guest list.
- Notify Emergency Services in case any person(s) are missing.
- Report to emergency authority (e.g. Fire Brigade) on status of all persons.
- Only re-enter the building when authorized by the emergency authority.

In the case of an emergency evacuation situation during your hire of NPCC please notify either the Manager Brian Woodman 0407 247 804.

The safety of the users of this Centre and their guests is your responsibility whilst under your care and control.








Noble Park Community Centre Emergency Evacuation Map

Secondary Assembly Area



Memorial Drive ↓

Main Assembly Area

- LEGEND**
-  AED Defibrillator
 -  Exit
 -  Wire Fence
 -  Fire Extinguisher
 -  Locked Gate
 -  Fire hose reel
 -  Door