

## Function Conditions of Hire

### **1. Hiring Application**

Please complete and return the Hiring Agreement within 7 days of tentative booking. The person who signs the Application for Hire form shall be considered the Hirer. The Hirer takes full responsibility for the conditions of hire and any breach thereof. In the event that the Hirer cannot attend the function, the centre should be advised of a nominated representative by the hirer.

### **2. Hiring Fees/Hours of Hire**

The Centre hiring fee covers the Main Hall, Kitchen and Stage areas only. The two meeting rooms are **NOT** included in the hire. Unauthorised use of these will result in loss of bond. Access is strictly 2pm-1am on the date of your function. You will not be able to set up prior to this time, or pack up after this time.

### **3. Deposit/ Payment**

A non-refundable booking fee of \$200 is payable 7 days from booking or the booking will be cancelled. The balance is to be paid 4 weeks prior to the function date. **Please note** the booking fee of \$200 will be forfeited if the booking is cancelled by the Hirer. A photocopy of the Hirer's driver's license, or other photo ID will be taken.

### **4. Function Format**

An electronic key, garage key and gate key are issued in the week leading up to the function, at which point a usage orientation will be conducted. This electronic key gives the hirer access to the centre to set up, prepare food, put up decorations and conduct function.

At 12am all music must stop. It is the Hirer's responsibility to pack all tables and chairs away. Premises must be vacated by 1am. Loss of bond is incurred for late finish.

### **5. Seating Capacity**

- Seats 300 people
- Chairs and tables must be stored properly in the bays, as found. Chairs are only to be stacked **12 high** and squared feet and round feet chairs must be stacked separately.
- Tables are to be stacked 13 per trolley.
- Exit areas must be kept clear at all times.

### **6. Sale of Alcohol**

A liquor license must be obtained if alcohol is to be sold on the premises, and the hirer must produce such license to the staff on final payment of function. **No barrels or kegs are allowed.**

### **7. Cleaning**

Hirer's responsibility:

- Kitchen areas used, including stoves and refrigerators, must be cleaned thoroughly.
- Tables and chairs must be wiped down before putting away.
- Bottles and rubbish must be disposed of in large bins provided outside the back gates of the Centre. All rubbish to be put in securely tied rubbish bags. **Rubbish bags are not provided.**
- All food and liquid spillages must be cleaned up during the course of the evening.
- Floor areas should be spot cleaned with mop and bucket provided, please use **warm water only. Do not use excess water** on any floors in the Centre. Do not use any cleaning agent or detergent on any floor surface in the Centre.

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Cleaning must be completed by the specified closing time. Any cleaning deemed outside of the Centre cleaners' normal responsibility will be charged at current cleaning rates and deducted from bond. Under no circumstances must cleaning interfere with Centre activities.

### **8. Cutlery, Crockery, Cooking Utensils**

The Centre does not provide crockery, cutlery, cooking utensils, tablecloths, tea towels or any other related items.

### **9. Preparation of Food**

Do not cook or prepare any food in any area of the Centre other than the kitchen. Spit roasts and BBQs are permissible (gas only) and must be operated/used in the fenced back yard outside the Centre (accessed through kitchen). Residue from spit roasts and BBQs must be disposed of by Hirer - do not put in any rubbish bins or leave around the Centre. Damage to the stoves burners and oven top plates will incur loss of bond or part thereof. Any eskys or ice boxes must be kept in the kitchen to limit risk of damage to hardwood floor.

### **10. Parking**

Function guests are asked to park in Memorial Drive. Parking restrictions apply around the Centre. **PARKING ON GRASS, FRONT AND REAR ENTRANCES OR ON ACCESS ROAD IS NOT PERMITTED.** The rear entrance of the Centre is to be used only for Hirer/Caterer in the course of function duties and must be kept clear at all times. Loss of Bond will be incurred for illegal parking.

### **11. Decorations**

- No confetti is allowed inside or outside the Centre.
- Wall decorations are only permitted to the height of wire in hall and on the stage. No decorations to hang from ceilings or curtains. No equipment is to be fixed to walls in hall. All decorations must be removed by the Hirer at the completion of the function. Decorations are allowed only if attached to wall surfaces with Blue Tac or similar adhesive which will not damage walls. Masking tape and sticky tape are not permitted and no bolts, nails, screws are to be driven into any part of the Centre, nor shall any placards or other articles be affixed.
- No lighted candles are permitted anywhere in the Centre.
- No flags, emblems or other decorations shall be displayed outside any part of the Centre without the previous consent of the Centre Committee of Management.
- The Hirer shall remove any flags, emblems, or other decorations displayed inside or outside the Centre if, in the opinion of the Committee of Management, is unseemly or exposes the Centre to undue risk of fire or is likely to lead to disturbance or a breach of the peace.

### **12. Copyright**

No copyrighted dramatic or musical workshop shall be performed or sung without the license of the owner of the copyright and all such licenses shall be produced to the Centre before the commencement of hire. The Hirer shall indemnify the Centre staff, the Committee of Management and the owner of the Centre against any infringement of copyright which may occur during the hiring.

### **13. Sub-letting/Illegal Activity**

The hirer shall not sub-let the Centre or any part thereof, or conduct or permit any illegal activity at the Centre.

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### **14. Celebrations consuming Alcohol**

If alcohol is consumed, Security Staff will be required and therefore security fees apply. The Community Centre will provide security for the function. Security cost is dependent on number of attendees expected at the function. Security cost will be advised upon receipt of completed booking forms and prior to booking fee being paid. If numbers are deliberately underestimated, security will call in extra staff and this will be payable by the function hirer including any penalty rates.

### **15. Loss or Damage**

The Committee of Management and/or owner of the Centre shall not in any way be held responsible for any loss or damage to any property arising out of the hiring. They shall not be responsible for any loss, damage or injury which may be incurred by, or happen to, any person or persons in the Centre during the hiring, arising from any cause whatsoever. The centre will not be responsible for any loss due to breakdown of machinery, failure of supply of power, leakage of water, fire, government restrictions or environmental/natural occurrences which may arise out of the hire or which may be made by any person patronising the Centre during the hiring in respect of such loss, damage or injury.

### **16. Children**

Children must be supervised at all times during the period of hire. Meeting rooms and any centre equipment not included in the hire are not to be used.

### **17. Lighting**

No additional lights or extensions from existing electric light fittings shall be used without the prior consent of the Committee of Management or appointed agent.

### **18. Public Liability Insurance**

It is the Hirer's responsibility to ensure that public liability insurance is taken out. This is available through the Noble Park Community Centre. Alternatively, if the hirer has their own public liability insurance, a copy of the current insurance must be forwarded to the Community Centre when the balance of payment is due.

### **19. Auction/Sale**

No part of the Centre shall be used for the sale of goods or real estate property by auction or otherwise, without the previous consent of the Committee of Management, or its appointed agent.

**20.** The Hirer shall comply in every way and every respect with the regulations under the Health Act or any other Act by law or regulation with regard to public buildings and the private use thereof.

**21.** The right of entry to the Centre is reserved to Community Centre Staff, Security and any others appointed by the Noble Park Community Centre Committee of Management, and/or the owner, and any Police Officer during the hire period.

**22.** Arrangements must be made with the Centre staff, prior to the function, if catering equipment, extra tables, chairs, or anything else used by the Hirer in relation to the function is to be picked up from the Centre at a time other than the hire period.

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### **23. Bond**

**\$500.00 – Bond 16<sup>th</sup>'s to 21<sup>st</sup>' Functions**

**\$250.00 – Bond All other Functions**

The Hirer's bond will be reimbursed within two weeks after the function, providing these conditions of Hire have been fully adhered to. Loss of full bond or part thereof will be incurred if any Conditions of Hire have been breached. THE BOND WILL BE SENT IN CHEQUE FORM OR FUNDS TRANSFER AS PER BOND FORM. Appropriate deduction will be made at the discretion of the staff of the Noble Park Community Centre for any breach of Conditions of Hire. These breaches include but are not limited to;

- Use of any areas/rooms not in hire
- Cleaning of areas not designated for use
- Extra cleaning of areas/equipment designated for use.
- Equipment not put away correctly
- Rubbish not properly removed
- Decorations not removed
- Early arrival/late finish from designated function hiring time
- Police or security back up being called for disturbances or noise control
- Security is required to work beyond designated hours
- Unnecessary discharge of fire extinguisher(s)
- Damage to Centre or equipment
- Lost/damaged key(s)
- Illegal parking

### **24. Smoking**

The Centre is a smoke-free facility and no smoking is allowed in the Centre back yard or immediate surrounds. Smoking is not permitted within 10 metres of the perimeter of the building (including the fenceline).

### **25. Party Registration**

All functions will be registered with the Victoria Police via the PartySafe Registration initiative by Centre Staff.

**For any non-life threatening, Centre related emergencies please contact Jenny Watson - 0404 012 209.**

### EMERGENCY EVACUATION PROCEDURE

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 an 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. Main assembly point - ***Ross Reserve, to the southern side of the Building.***
- Secondary emergency assembly point – ***Rear of the Building.***
- 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

#### 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, the evacuation is necessary.

#### 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.
- 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.

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