



Conditions of Hire

Casual and Regular Hires

2018 - v1

Please read these conditions prior to completing the Application to Hire Agreement.

59 Jamieson Way Point Cook 3030
9395 3777
admin@jamiesonwaycc.org.au
www.jamiesonwaycc.org.au

After Hours Contacts:

Security and urgent building maintenance issues;

Wyndham City: 9742 0777

For hire/venue issues;

Centre Manager: 0432 213 306

In the event of fire or serious accident/injury or if Police attendance is required;

Emergency: 000

An orientation of the building will be conducted prior to all hires.

In the event of an emergency refer to the evacuation procedures on display in the centre and evacuate to the safest nominated assembly point.

Additional Information	
Hire Space	Hall: 80 – 100 capacity – great for functions, events, large groups Community Room: 15 -20 capacity – perfect for meetings, workshops Club Room: 15 capacity – ideal for classes and workshops Kitchen – subject to availability Playground, community open space and BBQ area at the rear of the centre Over 100 car spaces including disability parking Wheel chair access Take a virtual tour of the rooms for hire via: http://www.wyndham.vic.gov.au/residents/community/comcentres/community_centre_listing/jamieson
Equipment Available	Audio system /microphone (bond applicable) / projector / screen - Hall Fixed TV/ whiteboard - Community Room 2 Portable whiteboard / Tables (rectangle) and chairs
Other Services Fees may apply	Catering from MAME + Co Café – details available on request Community Bus - 11 seater community bus (wheelchair access) – subject to terms and conditions After function professional clean - \$120.00 per clean Fax, photocopier, laminator, binding machine services available

JWCC is a community managed facility

Bookings and Application	Lodge the Application to Hire Agreement. All application must be approval by centre management and fees and bonds paid in advance.	
Orientation	Centre staff will conduct an orientation of the building prior to all hires. This will include emergency evacuation details and assembly points.	
Payment Types	Cash, EFT, credit card, direct transfer payments all accepted. GST is included in hire fees only	
Hire Fees	<p>Regular Hirers – ongoing bookings</p> <p>Payment of hire fees is required in advance. Outstanding payments may result in future bookings being suspended or cancelled. A late fee of \$20.00 will apply if payment is not received by the due date. Minimum of one hour hire period applies.</p>	<p>Casual Hirers – single bookings</p> <p>The venue hire fees must be paid not less than 14 days before the date of use. Failure to make payment by the due date may result in the cancellation of the hire. Minimum of one hour period applies</p>
Bonds Key Room Equipment	Security bonds are required for key, room and equipment. Key and room bond payments are required to secure the booking. At the completion of the hire and once all conditions are met and the key is returned, bond refunds will be processed. Only one key will be issued. Part or full forfeiture of bond will occur if hire conditions are not met and /or damage to the centre occurs.	
Public Liability Insurance	<p>Regular Hirers – ongoing bookings</p> <p>PL insurance is compulsory. Regular hirers are required to hold current PL insurance in respect to their activities with an indemnity limit of at least \$20,000,000 – a copy of the Certificate of Currency must be provided prior to the commencement date of hire and updated upon expiry.</p>	<p>Casual Hirers – single bookings</p> <p>PL insurance is compulsory – if the casual hirer does not have insurance coverage, temporary cover is available for single events via Wyndham City and can be organised through our centre administration – a fee applies (subject to change and conditions apply).</p>
Terms of Hire	<p>Regular Hirers – ongoing bookings</p> <p>The Board of Management agrees and allows the Hirer to use the centre for the period agreed to on the Application to Hire Agreement. All agreement renewals are at the discretion of the Board. The agreement can be terminated by either party by giving 30 days’ notice in writing. All hirers will be charged as per the Application to Hire Agreement</p>	<p>Casual Hirers – single bookings</p> <p>The Board of Management agrees and allows the Hirer to use the centre for the period agreed to on the Application to Hire Agreement. The agreement can be terminated by either party by giving a minimum 14 days’ notice in writing prior to the casual hire date.</p>
Cancellations	<p>Regular Hirers – ongoing bookings</p> <p>Part and full cancellation of hire 30 days’ notice in writing must be given to centre administration and all fees paid in full. Full fees are applicable in lieu of notice.</p> <p>Cancellation of classes Full hire fees for classes/programs cancelled by the hirer are applicable. Make up classes are subject to availability and fees will apply.</p>	<p>Casual Hirers – single bookings</p> <p>Full cancellation of hire A minimum of 14 days’ notice of cancellation prior to the hire date must be received in writing. All hire fees will be forfeited if 14 days’ notice is not received. A \$40.00 cancellation fee applies.</p>
Alteration to Existing Booking Times/Days	<p>Regular Hirers – ongoing bookings</p> <p>All changes to existing bookings must be requested in writing 21 days in advance. Changes are subject to availability and must be approved by centre administration. Hirers wishing to hold “special” events/one off bookings outside their allocated regular program hours will need to complete an additional Application to Hire Agreement.</p>	<p>Casual Hirers – single bookings</p> <p>Hirers wishing to alter the original booking must do so in writing to centre administration. Changes are subject to availability and must be approved by centre administration.</p>

Building Security	<p>The centre is monitored by a security company If the centre is left unlocked, not alarmed or alarm is activated through misuse, a call out fee of \$200 (minimum) will be the responsibility of the hirer.</p> <p>If you are the last to leave the building, ensure the building is secure and the external doors and windows are locked.</p>	
Keys	<p>Keys are the responsibility of the nominated hirer. Lost keys must be reported immediately and fees will be charged for a replacement. Do not copy keys.</p>	
Alarm Code	<p>All hirers will be allocated a unique alarm code to areas within the building and access is only given to areas booked. Instructions will be issued to hirers during the orientation tour. The alarm for the allocated area must be activated on arrival and when exiting the centre. The hirer will be liable for any call out fee due to the alarm not being activated (minimum fee is \$200 – subject to change) The access code must not be given to any unauthorised user.</p>	
Emergency Procedures and Evacuation	<p>All hirers must attend an orientation of the building and emergency procedures prior to the hire date. In the event of an emergency refer to the evacuation procedures on display in the centre and evacuate to the safest nominated assembly point. Hirers are responsible to evacuate their participants and guests where possible. The main assembly point is at the front of the building and is identified by signage. Additional assembly point is the netball courts located at the rear of the building. Fire extinguishers and fire hoses are located throughout the centre. Call 000 in an emergency.</p>	
Agreed Booking Times	<p>All hirers are required to comply with the agreed starting and finishing times, which includes allocated set up and pack up time as per stated on the hire application form.</p>	
Cleaning	<p>Regular Hirers – ongoing bookings</p> <p>All areas of the centre must be left clean and tidy after use. Please leave the centre how you would like to find it. Remove rubbish; replace any moved furniture and sweep vinyl floor or vacuum carpeted floor. All spillages must be cleaned immediately to prevent accidents or damage. Tables and chairs must be wiped down and returned to storage. A cleaning service fee will be charged if the hire space is left unclean</p>	<p>Casual Hirers – single bookings</p> <p>All areas of the centre must be left clean and tidy after use. Remove all rubbish, replace any moved furniture and sweep, and mop vinyl floor or vacuum carpeted floor. All spillages must be cleaned immediately to prevent accidents or damage. Tables and chairs must be wiped down and returned to storage. A cleaning service fee will be charged if the centre is left unclean. Optional cleaning fee of \$120.00 per end of function clean is available upon request – the hirer is still responsible to remove decorations, rubbish and replace furniture to storage location.</p>
Cleaning Supplies	<p>Basic cleaning equipment/supplies are located in the general store room. However, the cleaning products may not always be available – it is suggested hirers have their own supply of products. Do not use harsh chemicals on floors, walls or benches. Clean buckets, mops, vacuum cleaner after use. Do not leave water in buckets in the store area.</p>	
Furniture and Equipment	<p>Use of tables and chairs is included in the hire fee. All tables, chairs and portable whiteboards must be returned clean to the designated storage areas/trolleys and stacked safely. All equipment including cords must be returned and placed in a safe and orderly fashion in the designated storage areas. For safety reasons, please move furniture trolleys with care. All furniture in the foyer area (if moved) must be returned to the original position.</p>	
Electrical Appliances	<p>Where applicable stoves and cooking appliances must be double-checked that they are off before vacating the centre. All electrical equipment to be used in the centre must be approved by management and tagged and tested by an electrician.</p>	

Heating and Cooling	<p>The controls are set for heating or cooling please do not adjust temperature control as this could result in damage to the unit. Instructions on how to use the system will be given on orientation. Please ensure they are off before vacating the centre, fees will be charged against bond monies for leaving the heating/cooling system on after vacating the premises.</p>	
Decorations	<p>Decorations can be used as long as they do not damage the centre. Sticky tape is not to be used, and decorations are not to be attached to any light fittings, windows or the acoustic panelling in the Hall. Blu Tac is acceptable (“blue” colour only) Due to our high ceilings in the Hall, helium balloons may need extra-long strings. DO NOT leave helium balloons in the centre as they will trigger the alarm after hours and result in a security call-out fee. All decorations must be removed on departure.</p>	
Music and Noise	<p>Regular Hirers – ongoing bookings At times, there is more than one hirer in the centre – please take into consideration other user groups and community members using the centre including the foyer areas.</p> <p>Please bear in mind that this is a residential area – please advise your group participants to leave quietly.</p>	<p>Casual Hirers – single bookings Hirers of the centre are to ensure that noise including music emanating from functions is not a cause for public annoyance, and that all noise pollution regulations are complied with. Excessive noise (i.e. at such a level that neighbours are disturbed) will result in loss of bonds. All music at evening functions must cease by 11.30pm. At times, there is more than one hirer in the centre – please take into consideration other user groups and community members using the centre. The building must be vacated no later than 12 midnight to comply with Council regulations. Please bear in mind that this is a residential area – please leave quietly.</p>
Rubbish Removal	<p>Regular Hirers – ongoing bookings Regular hirers are required to remove all rubbish from the hire room and place it in the bins provided. Should these bins be full, the user group must remove all rubbish from the premises. Please advise participants to remove rubbish.</p>	<p>Casual Hirers – single bookings Casual hirers must remove all their rubbish from the premises. If rubbish is not removed at the end of the function all costs associated with the removal of the rubbish will be the responsibility of the hirer. Please do not leave rubbish in or around the bins located outside of the centre.</p>
Smoking	<p>Smoking is strictly prohibited inside the community centre, in the playground and covered areas surrounding the centre. Any waste i.e. cigarette butts must be removed by the hirer. The use of smoke machines are prohibited in the centre.</p>	
Alcohol	<p>Regular Hirers – ongoing bookings Selling alcohol on the premises is strictly prohibited. The centre allows consumption of alcohol as BYO following the responsible serving of alcohol guidelines. All legal requirements must be adhered to. Alcohol is not to be provided within any council facility to any person under the age of 18 years.</p>	<p>Casual Hirers – single bookings Selling alcohol on the premises is strictly prohibited. The centre allows consumption of alcohol as BYO following the responsible serving of alcohol guidelines. Hirers wishing to consume liquor on the premises are advised to register their function and complete a Party Safe Registration Form online or at the relevant local Police Station. All legal requirements must be adhered to. Alcohol is not to be provided within any council facility to any person under the age of 18 years.</p>
Animals	<p>Animals are not permitted inside the centre unless approved by centre management. Registered assistance animals are exempt.</p>	
Parking Safety	<p>All vehicles must be parked in designated parking areas only. Please advise participants in your activity to abide by the parking requirements. Disable parking is for permit holders only. Please note the NO STANDING areas.</p>	

Damages and Maintenance Issues	It is the responsibility of the hirer to advise management of any damage to the centre or equipment immediately. Hirers must supply details of how the damage was caused so that it can be determined who will be responsible for paying for the repair or replacement of property. The decision of the Board of Management will be final. Please inform management if you find any damage or maintenance issues. The hirer will be liable for replacement or repair of any items or areas damaged by their participants or associated members during the hire.
Obstructions	For safety and security, the hirer must ensure the centre is not overcrowded and that all emergency exits, passageways and corridors remain free from obstructions.
Maximum Numbers	The maximum number of persons in the centre varies according to the room size, use and type of function. For safety and security room capacities must not be exceeded.
External Services	The hirer is responsible for all people accessing the program/activity/function at the centre during your hire period. External services are welcome (i.e. caterers, entertainment, jumping castles); however, we strongly advise that you ensure they are aware of these guidelines. We suggest that the hirer ensures all external services have appropriate insurance coverage.
Fixtures and Promotional Materials	Promotional material must be approved by the centre prior to display. Signage may not be displayed inside or outside the premises without prior consent of the centre administration.
First Aid and Defibrillator	It is suggested that hirers provide their own first aid supplies. First aid supplies are available from centre administration during office hours only. Ice packs are kept in the fridge located in the kitchenette in the foyer. A defibrillator is located on the wall next to the kitchenette in the foyer – follow instructions and remember to call 000.
Kitchenette	The kitchenette located in the foyer area is available for use by community members at all times. Boiling water is available on tap as well as filtered chilled water. This is not a food preparation area; there is a microwave oven and refrigerator available for use.
Kitchen Facility	Hire of the kitchen is subject to availability and has restricted access. The MAME and Co Café operates from this area during the week along with other community programs. Please contact centre administration to discuss booking requirements.
Breach of Conditions of Hire	Any breach of any of the conditions may at the discretion of the Board of Management result in the use, or any future use, of the Community Centre being withdrawn, and the bond withheld.
Grievances and Disputes	In the event of any disputes or differences arising as to the interpretation of these conditions or of any matter contained in these conditions, the decision of the Board of Management shall be final. All responsible steps to resolve the dispute must be taken.

Thank you for using the Jamieson Way Community Centre.