

 <b>SOUTH KINGVILLE COMMUNITY CENTRE</b>	Title: Venue Hire Policy	
	Version: 1 July 2021	Adopted: Committee of Management
	Administered: Centre Manager	Next Review: July 2023

## INTRODUCTION

South Kingsville Community Centre (SKCC) is a not-for-profit organisation that offers social, educational, and recreational courses/programs to community members. SKCC also provides Adult, Community and Further Education (ACFE) funded courses to the community.

### PURPOSE

The purpose of SKCC includes the encouragement and development of a range of diverse activities and opportunities for the local community. The rooms at SKCC are available for community members to hire regularly for activities that meet the communities' needs. The SKCC Venue Hire policy forms the basis of the Conditions of Use.

## POLICY AND PROCEDURES

### 1 Room Hire Charges

The SKCC Board of Management is responsible for determining the fee structure for the hire of rooms at South Kingsville Community Centre. The manager has delegated authority to negotiate fees bearing in mind historical issues, current rates that some groups pay and affordability of hirer to pay the fees. (Please refer to attached Fee Schedule for current Room Hire Charges). Regular users will be invoiced monthly unless other payment arrangements are made. Payment arrangements are 7 days from the invoice date. Payments are required in advance.

South Kingsville Community Centre has four rates of charges for room hire. They are:

- Private rate: This rate applies to individuals hiring rooms with a view to make a profit from the activities proposed.
- Community rate: This rate applies to not-for-profit, non-commercial groups which have a community focus. It also applies to individuals fundraising for community purposes where they receive none of the profits of the event.
- Permanent Rates for Regular bookings
- Casual Rates for One-off bookings.

## CASUAL HIRE

### 2 Applications for Room Hire

- Applications for use of the facilities at SKCC must be made to the Centre on the form supplied. The form must be signed by the applicant stating the purpose and hours required and undertaking to comply with all the conditions of hire. Changes to any details on the original booking form must be advised in writing
- All enquiries and 'day to day matters concerning South Kingsville Community Centre is to be undertaken through the SKCC Office during business hours. All hirers are encouraged to view the centre.

- A booking will not be confirmed unless a completed application form and the booking fee and admin fee are received.
- SKCC reserves the right to withdraw bookings provided at least 30 days' notice is given to the hirer
- SKCC reserves the right to refuse a booking.
- SKCC reserves the right to withdraw bookings, provided at least 30 days' notice is given to the hirer, or at shorter notice if related to State Government regulations and/or other covid related restrictions.
- A non-refundable admin fee applies to all bookings

### **3 PAYMENTS FOR CASUAL HIRE**

- Full payment of admin fee, bond and room hire is required a month in advance of the booking. Where a booking is made less than 28 days before the booked event, fees will be paid at the time of the booking.
- All casual hirers are required to pay a bond for the hire of SKCC rooms. Bond money will be returned once the SKCC management is satisfied that the hirer has met the requirements stated in the Conditions of Use. Bonds can be paid by eptos, bank transfer or credit card.
- SKCC reserves the right to cancel a booking without notice if payment is not received more than 30 days before the booked event.
- The hirer is liable for payment of any further amount to meet the full costs of the repair of any damage to the facility and/or fixtures and fittings or equipment caused during the period of hire by the hirer or persons attending the function. This also applies to any additional cleaning required. Additional Charges are highlighted in the casual venue hire form.

### **4 PAYMENTS FOR PERMANENT HIRE**

- A bond will be required against damage to the Facility and/or fixtures and fittings or to cover additional cleaning. Provided there is no breach of the conditions of hire the bond will be refunded after the hire.
- Fees for ongoing room hire will be charged monthly, in advance. Invoices are issued by SKCC. Prompt payment is appreciated as outstanding payments can result in future bookings being suspended or cancelled.
- Fees are charged according to times booked on the booking form and any variation to these times is required in writing before the date/s concerned.
- The hirer is liable for payment of any further amount to meet the full costs of the repair of any damage to the facility and/or fixtures and fittings or equipment caused during the period of hire by the hirer or persons attending the function. This also applies to any additional cleaning required.

## **5 CANCELLATIONS**

### By the CASUAL hirer

- Notification of cancellation of booking must be in writing. The cancellation fees are to cover the loss of other bookings , charges related to time spent with viewing /briefing sessions as well as administration of your cancellation requests.
- - 15 days or over- 25% non-refundable deposit.
  - 8-15 days – 50% of booking fee
  - 7 days or less- No refund of hire fees
- All Booking dates are non-transferable (Changes of dates may be considered over 30 days before the event)

Covid Cancellation- Covid is no longer an unknown or unforeseen event. In the event you need to cancel due to covid the above cancellation rules apply.

### By the REGULAR Hirer

- Hirers must give 4 weeks written notice of cancellation of hirer agreement.
- Cancellations must be made in writing. Full payment will be charged if cancellations are not received in writing.

### By SKCC

- SKCC reserves the right to cancel without notice any booking for which the required payment or bond has not been paid.
- If the Facility cannot be made available to the hirer on the date(s) for which it has been hired by reason beyond SKCC's control; SKCC will not be liable for any loss, damage or injury suffered by the hirer because of the Facility being unavailable. All deposits and hire fees will be fully refunded.
- SKCC reserves the right to withdraw bookings, provided at least 30 days' notice is given to the hirer, or a shorter notice if related to State Government regulations and/or other COVID related restrictions. SKCC reserves the right to cancel a booking without notice due to changes in Covid19 regulations.

## **6 LIMIT OF HIRING**

- The Council reserves the right to hire any other part of the Facility at the same time.
- If the venue is not vacated, including removal of all equipment, properties and items which are in the care of the hirer, within the specified times, the hirer will be charged at an hourly hire rate for the area hired. In addition, consideration will be given to withholding of the bond.

## CONDITIONS OF USE FOR CASUAL AND PERMANENT VENUE HIRERS

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### 7 BUILDING ACCESS

The SKCC staff will arrange a key and alarm code for the hirer or nominated another responsible person at the time of bond payment. The SKCC staff will walk the hirer through the building access and alarm procedure when the key is picked up. The SKCC staff will advise the hirer of the location of the light switches and heating/cooling controls. (See attached form for key and code provision).

### 8 CAPACITY

The capacity of any room must not exceed the number provided on your application unless otherwise approved. Failure to observe this condition may result in your group being required to leave.

The capacity of the venue must not exceed the maximum capacity of the space hired unless otherwise approved.

Please refer to current Government restrictions for COVID density compliance, the capacity during COVID social distancing allows for 1 person per 4 square meters or 1 person per 2 square meters. You are required to do this, as you are responsible for all people accessing the centre as a part of your activity, function, or event. Failure to observe this condition may result in your group being required to leave or compromise any future application to hire.

### 9 NOISE LEVEL/ FINISHING TIME

South Kingsville Community Centre is situated in a residential area and therefore SKCC requests that all hirers respect our neighbours. It is the responsibility of the hirer to ensure that the noise emanating from the function does not cause a public annoyance and that all noise pollution regulations are complied with.

All amplified noise (music/microphones) must be ceased by: <ul style="list-style-type: none"><li>• Sunday to Thursday 9.30 pm</li><li>• Friday to Saturday 10.30 pm</li></ul>	The premises must be vacated by: <ul style="list-style-type: none"><li>• Sunday to Thursday 10.00 pm</li><li>• Friday to Saturday 10.30 pm</li></ul>
These times are not negotiable	

The applicant and nominated other responsible persons will remain on-site throughout the function and be responsible for function behaviour.

### 10 Cleaning & Rubbish

The hiring party is responsible for leaving the building in a clean and tidy condition.

**All rubbish** to be removed by hirer including glass and function rubbish or bond will not be returned. The hirer is to provide their own plastic garbage bags and cleaning products.

All surfaces, including tables, chairs, stove and sinks to be wiped clean. All floors to be swept mopped and vacuumed if dirty. All brooms and cleaning equipment/materials to be returned to the kitchen or respective storage area.

All chairs are to be stacked in the storage area or respective rooms after wiping.

No drawing pins or other materials which will puncture walls, floor or other surfaces are to be used. (Blu-Tac is recommended) All decorations are to be removed; including all balloons, sticky tape, and pieces of string (Blu-Tac is recommended).

Confetti and chewing gum are strictly not permitted in the SKCC building

**If the SKCC needs to arrange for additional cleaning or waste removal, the hirer will be responsible for all costs incurred.**

## **11 SUPERVISION OF CHILDREN**

The group or individual hiring the facility is liable to ensure the safety of all guests/ customers/ participants attending the venue on their behalf. Children should be always supervised and are not permitted to roam outside the hired areas or tamper with displays and equipment in the centre. It is also a safety requirement that young children are accompanied to the toilets.

## **12 ALCOHOL**

The serving of alcohol at a function is the responsibility of the hirer. South Kingsville Community Centre is not a licensed venue. It is the responsibility of the hirer to obtain all necessary permits and licences in relation to the serving of alcohol. Evidence of this must be provided to the centre before the event. SKCC reserves the right to prohibit the introduction of alcohol into the facility at any time. Alcohol may only be consumed within the booked space.

## **13 SMOKING**

South Kingsville Community Centre is a **non-smoking** environment and smoking is not permitted in any part of SKCC or the garden.

## **14 KITCHEN & FOOD SAFETY**

Shared kitchen access is included in the hire.

South Kingsville Community Centre is not responsible for the food handling practices of the hirer. It is the responsibility of the hirers to comply with all safe food handling regulations and acts. Should the hirer engage the services of a catering company, the catering company is responsible for complying with all safe food handling regulations and acts.

Any group offering food for sale must register with [streatrader.health.vic.gov.au](http://streatrader.health.vic.gov.au)

## **15 ENTERTAINMENT**

The hirer is welcome to provide external entertainment suitable within the confines of the hall and conditions of use. SKCC management must be advised if the hirer intends to use external entertainment and a copy of their public liability insurance must be supplied with the Application for Hire form. Due to the excess wear and tear on the floor animal farms are not permitted in the hall.

## **16 GENERAL**

Centre Management is not liable for damage to or loss of equipment, personal property or food belonging to hirers.

All hirers are to respect the rights of others including equipment and belongings.

Hirers are required to set up and stack away furniture as required.

All breakage and damage must be reported promptly to SKCC staff on 9399 3000 so that repairs and/or replacements can be organised. Compensation for damage will be required and Bond may be forfeited.

The hirer is responsible for removing any spillage throughout the hire.

All emergency exit doorways and passageways should be always left clear.

If fire alarms are set off during function hire, the hirer may be responsible for the call-out fee of the Melbourne Metropolitan Fire Brigade.

Any hired equipment (i.e., tables, chairs, jukeboxes, etc) is to be removed immediately after the hire has concluded. No equipment to be left for collection the next day.

A copy of any permits is required to be provided to SKCC Office before any function.

## **17 EMERGENCY PROCEDURE**

Hirers must acquaint themselves with the position of emergency exits in the building.

In the event of an emergency evacuation, hirers must follow the directions of authorised staff and fire wardens.

A site induction will be held before any after-hours bookings and in the event of an after-hours emergency, hirers should evacuate their group to the emergency evacuation point and notify Council.

In the event of a fire alarm or security alarm sounding, the hirer and their party must vacate the building immediately. Hirers who fail to comply with requests by the delegated Council officer or Emergency Services officers will be liable to pay all penalties imposed

## **18 EMERGENCY NUMBER The emergency services contact number is 000.**

For any urgent building/maintenance issues which require urgent out of hours attention, please phone 9932 1000

**Note Management reserves the right to review fees for room hire, to have discretionary powers over access and to set any special conditions it sees appropriate provided they fit within the aims and objectives of South Kingsville Community Centre's Statement of Purpose.**

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### **REGULAR ROOM HIRE only**

## **CONDITIONS OF USE**

### **19 BUILDING ACCESS**

Regular groups requiring access to SKCC after office hours are asked to nominate a reliable key holder who will be responsible for the opening and closing of the facility. The keyholder will be requested to fill out a Key Holder Registration Form and will be issued with a key to the room hired, an alarm code and Opening and Closing procedures

Keys issued must not, under any circumstances, be duplicated or reissued to any other person or group. Keyholders should not be in the building outside allocated hours, any breach of these conditions may terminate the right to use the venue and keys may be confiscated.

If nominated keyholder(s) change(s), all allocated key(s) are to be immediately returned to the Centre staff in person. Any new key holder(s) are required to call in person to sign for and collect keys and alarm codes and to provide identification.

All key holders will undergo an induction process on receipt of keys and alarm codes. The SKCC staff will advise the hirer of the location of the light switches and heating/cooling controls during their inductions.

Groups using the centre outside normal office hours are to ensure that no unauthorized persons are admitted to the Centre.

Users are responsible for ensuring that all windows and doors in the area they are using are securely locked before leaving their room(s). The last group to leave the centre after hours is responsible for checking that all the external doors to the building are locked.

## **20 PUBLIC LIABILITY INSURANCE**

The group must take out a public liability insurance policy for a minimum of \$10M in the name of the group. A certificate of currency should be provided to the Centre with the application form for hire before a hiring agreement being formalised. Please show this clause to your Insurance Company. Insurance must be kept current for the duration of the hire period and the Centre provided with evidence that it remains current.



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COMMUNITY CENTRE

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Hobsons Bay  
CITY COUNCIL

# emergency procedures

SOUTH KINGSVILLE COMMUNITY CENTRE

In an emergency, dial 000

for Police, Fire or Ambulance

## Evacuation assembly points

Primary: Brunel St. end of car park.

Secondary: Paxton St. on footpath outside No. 45

## Legend

- internal exit path
- assembly area pathway
- exit signs
- dry chemical fire extinguisher
- H<sub>2</sub>O fire extinguisher
- CO<sub>2</sub> fire extinguisher
- wet chemical extinguisher
- fire hose/hydrant
- fire blanket
- first aid

## In the event of an emergency

1. Move persons from immediate danger only if it is safe to do so
2. Follow instructions issued by emergency wardens or staff member in charge.
3. Evacuate the building to a safe area as directed by the emergency warden
4. Remain in the evacuation assembly point until further notice

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