

# Community centre hall hire application



<b>Hirer's details</b>	Application made by (contact):	
	On behalf of (Group/org):	
	Address:	
	Phone:	
	Mobile (if applicable):	
	Fax:	
	Email:	
Category of hire:	Community group Social/private function	Business/company Other

Facility hired	Baranduda	Felltimber	Belgrade Ave
	Gibbu Inma (room 1)	Rainbow room	Snow Gum
	Gibbu Bora (room 2)	Sunshine room	Blue Gum
	Consultation room	Cloud room	Kitchen
	Kitchen	Star room	Barbecue
	Whole facility - exclusive use	Sky	
		Barbecue	
		Kitchen	
		Whole facility - exclusive use	

<b>Booking details</b>	Occurance:	Once	Weekly	Monthly	Other			
	Day:	Mon	Tue	Wed	Thur	Fri	Sat	Sun
	Date from:					Date to:		
	Start time:					End time:		
	Purpose:	Meeting	Workshop	Playgroup/parent group	Social activity (please state)			
	Details:							
	Attendee numbers:							
Room requirements:	Whiteboard	Overhead projector/screen	TV/DVD	Other (Please specify)				

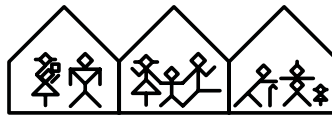
<b>Sale of food items</b>	Copy of Food Act Registration attached:	Yes	Not applicable
---------------------------	---	-----	----------------

<b>Insurance</b>	Attached is a copy of my/our Public Liability Insurance Certificate	Start date:	Expiry date:
	I wish to apply for Public Liability insurance through Wodonga City Council		Expiry date:

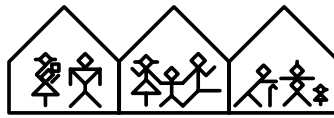
<b>Security system, lights, heater, air conditioner</b>	<b>On arrival deactivate security alarm as per provided procedure</b>
	<p><b>Alarm</b></p> <ul style="list-style-type: none"> <li>If security is called out to the centre the hall hirer will be <b>charged a \$150.00</b> call out fee</li> <li>Any problems phone Security Solutions on 1300 665 530 or centre co-ordinator.</li> </ul> <p><b>Heating and cooling</b></p> <ul style="list-style-type: none"> <li>Follow the instructions on wall.</li> </ul> <p><b>On departure</b></p> <ul style="list-style-type: none"> <li>Complete your Statistics form and return to the office (slide under door)</li> <li>Clean the centre as per Section 5 of the general conditions of hire and all external doors are locked.</li> <li>Switch <b>off</b> all lights and appliances, <b>including master switches for the heating, cooling and lights.</b></li> <li>Activate the alarm.</li> <li>On leaving the premises, ensure you lock the door and place the keys in the secured hatch situated outside the entry door, or as otherwise instructed, unless a staff member is present.</li> </ul>

<b>Health and safety</b>	<p>Hirers leaders must:</p> <ul style="list-style-type: none"> <li>Be responsible for the safe behavior of community members/course/activity participants they supervise as well as their own safety.</li> <li>Encourage appropriate attitudes, instructing participants in safe working practices and behaviors, enforce safety rules and practices that would apply to an employee's workplace.</li> <li>Report all accidents/incidents, whether personal injury or involving damage to plant and equipment to Centre Coordinator within one working day of incident.</li> <li>It is the responsibility of the hall hirer and course/activity leaders working with children to hold a current working with children's check</li> <li>Instruct participants in safety issues so that they can carry out their duties or roles without risk to themselves or others.</li> </ul>
--------------------------	---

# Community centre hall hire application



<p><b>Your duty of care</b></p>	<p>Whilst using the facility you the hall hirer/tutor/facilitator it is your responsibility under the <i>Occupational Health and Safety Act 1985</i> to:</p> <ul style="list-style-type: none"> <li>• Provide and maintain proper plant and equipment</li> <li>• Ensure people in your group are aware of and use proper and safe methods of work and heed instructions</li> <li>• Ensure people in your group are aware of emergency response procedures and evacuation points.</li> <li>• Ensure any and all staff involved in your course/activity are competent and hold appropriate licences where required.</li> <li>• Ensure a safe system or method of work is utilised.</li> <li>• Provide competent and adequate supervision of the activities for which the Centre has been hired.</li> </ul> <p>The City of Wodonga is committed to setting an example for compliance with its health and safety policies and maintaining a continued involvement, interest and compliance in the health and safety program and thus expects the community using community centres to do the same.</p>
<p><b>General conditions of hire</b></p>	<p><b>Community centre privacy statement</b> Personal and/or Health Information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The Personal and/or Health Information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and/or Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer.</p> <p>The hirer agrees to the following hire and use of building conditions:</p> <p><b>Right of refusal</b> The Community Centre Co-ordinator reserves the right of refusal to hire the Centre and has the power to revoke a hire agreement at any time.</p> <p><b>Deposit, keys and security</b></p> <ol style="list-style-type: none"> <li>a. All payments must be finalised at least two working days before the date of hire, unless prior arrangements are made and approved by the co-ordinator.</li> <li>b. A deposit will only be refunded or transferred on cancellations received no less than two weeks prior to the day of the proposed hire, in exceptional circumstances or at the discretion of the community centre co-ordinator.</li> <li>c. A bond of \$500 is payable in cash at least two working days before the day of hire, for all social functions. The co-ordinator has the discretion to request a bond for any other activities held at the centre, or to increase/decrease the amount of the bond in special circumstances.</li> <li>d. The full bond will be refunded within 14 days of a satisfactory inspection of the premises and/or associated equipment which will occur within one working day of the completion of hire and return of the keys.</li> <li>e. If the bond inspection of premises is unsatisfactory, payment for making good the damage will be deducted from the bond, and the balance refunded. If the cost of repairs/cleaning is more than the bond, the Hirer agrees to pay the Community Centre, the cost of making good the damage and to accept the decision of the community centre co-ordinator on the extent of such damage.</li> <li>f. At completion of the event/hire, the centre must be SECURED, ALARMED AND LOCKED and the key placed in the secured hatch situated outside the entry door, or as otherwise instructed unless a staff member is present. If the alarm is not activated as instructed and a security check has to be made, the applicable fee will be charged to the hirer.</li> <li>g. The key remains the property of the community centre and must not be copied or given to a third party.</li> </ol> <p><b>In the event of an accident, injury or incident</b> All accidents, injuries and incidents must be reported to the co-ordinator or staff at the earliest opportunity. An incident report form must be completed and handed to the community centre co-ordinator within 24 hours of the incident occurring. Incident report forms are available from the office.</p> <p><b>Live or recorded music</b> Hirers who play live or recorded music will be responsible for acquiring the appropriate licensing through APRA on 1800 882 772, or the PPCA on (02) 8569 111. APRA website address is <a href="http://www.apra.com.au">www.apra.com.au</a></p> <p><b>Fees and damages</b></p> <ol style="list-style-type: none"> <li>a. The community centre reserves the right to adjust rental charges depending on the exact nature of the event and the requirements of the Hirer. Exact requirements should be discussed with the co-ordinator.</li> <li>b. Fees and charges are reviewed each July. The community centre has the right to adjust fees charged on any Hall Hire Agreements which extend over a period of three months or more.</li> <li>c. In the event of damage occurring to the property, furniture or equipment, the hirer agrees to pay the community centre, the cost of making good the damage and to accept the decision of the community centre co-ordinator or advisory committee on the extent of such damage.</li> </ol>



## Use and cleanliness

- a. The hirer shall only be entitled to use those areas of the centre allocated under the hire agreement. The community centre reserves the right to hire out any other areas of the centre during the same period.
- b. No portion of the building hired shall be sublet without written permission from the community centre co-ordinator.
- c. The centre and grounds are to be left in an 'as found' condition, i.e.: clean and tidy; all lights, heating, air conditioning turned off, the centre is to be vacuumed, swept and hard floors mopped, all tables, chairs, etc. stored in the appropriate storage areas. All breakages are to be reported to the community centre co-ordinator. A cleaning charge will be levied if the centre is not left 'as found'.
- d. An orientation of the facilities will be given prior to the hire of the Hall.
- e. No games of chance at which money is passed as a prize either directly or indirectly, shall take place on the premises.
- f. The sale of liquor is strictly prohibited, unless prior, written agreement has been obtained by the hirer from the community centre co-ordinator and the appropriate licensing authority.
- g. Smoking is not permitted in any part of the buildings or grounds.
- h. All garbage is to be placed in the bin provided. Extra bins may be made available provided prior notice is given. All decorations, signs and posters must be removed and disposed of in an appropriate fashion.
- i. User groups are reminded that the centre is located in a residential area and are asked to respect the rights of others in regard to noise, property, privacy and parking restrictions.
- j. All children attending functions/activities/programs remain the responsibility of the parent(s) or appointed carers.
- k. Any persons or groups storing goods or equipment must do so only with the permission of the centre co-ordinator.
- l. Use of allocated space must be adhered to, and the goods and equipment must be kept in a clean, neat and tidy condition. Failure to do so may result in loss of the allocated storage space. Hazardous chemicals or goods are prohibited from storage at community centre. See "Indemnity Clause" below for further information regarding storage of goods on the premises.

## Advertising and signs

- a. No notice, sign, advertisement, etc. of any kind is to be erected or attached to the building without prior agreement of the community centre co-ordinator.
- b. All decorations, posters and signs must be attached to the walls by bluetack only. No other form of adhesive tape, etc. is permitted. All decorations, signs and posters must be removed before the key is returned.

## Sale of food

Hirers who are involved in the sale of food must comply with the provisions of the *Food Act 1984* and are responsible for obtaining registration with the council. A copy of your Food Act registration certificate must be provided with this application (if applicable). Further information can be obtained through the Environmental Health Department on 6022 9300 or by visiting the web site at [www.wodonga.vic.gov.au](http://www.wodonga.vic.gov.au).

## Insurance

- a. The hirer shall at all times during the agreed term be the holder of a current Public Liability Policy of Insurance; in respect of the activities specified herein in the name of the Hirer providing coverage for a minimum of \$10M. The Public Liability Policy shall be effected with an insurer approved by the City of Wodonga.
- b. The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the City of Wodonga and shall extend to cover the City of Wodonga in respect to claims for personal injury or property damage arising out of the negligence of the Hirer.
- c. Hirers are required to lodge a Certificate of Currency with the hall hire form in accordance with the Public Liability Insurance provision herein. The Certificate of Currency must be current, and include the name of the group/organisation insured, the amount of cover, as well as the expiry date of cover. Providing evidence of Public Liability Insurance to the community centre is the responsibility of the hirer.

## Special Provision - Insurance

It is possible for some hirers to obtain Public Liability Insurance cover through the City of Wodonga, subject to certain conditions. This insurance policy is called the "Community Liability Policy". In the event of a claim against this policy the hirer is fully responsible for the payment of any applicable deductible (excess). A copy of the policy is available upon request. Hirers are strongly encouraged to make themselves fully aware of the policy terms and conditions.

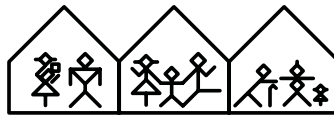
## Indemnification

- a. The hirer agrees to indemnify and to keep indemnified, the council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, arising from the hirer's performance of its obligations under this agreement and be directly related to the negligent acts, errors or omission of the Hirer. The Hirer's liability to indemnify the City of Wodonga shall be reduced proportionally to the extent that any act or omission of the City of Wodonga, its servants or agents, contributed to the loss or liability.
- b. The Wodonga City Council and the community centres advisory committees or staff, take no responsibility for items left or stored by user groups on the premises, and groups/persons do so at their own risk.

## Emergency use

The hirer must agree to relinquish the space should the Community Centre Co-ordinator or the Wodonga City Council, at its discretion, require it for some other temporary or emergency purpose.

# Community centre hall hire application



<b>Hirer agreement</b>	Failure to meet the Public Liability Insurance requirements will result in cancellation of the booking.
	I/we state that I/we have read the following sections of this hirer agreement: a) General conditions of hire b) Scale of charges c) Your Duty of Care d) Health and safety and undertake to comply with all conditions.
	I/We further undertaken to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with the conditions.
	Name of hirer:
	Signature:
	Organisation:
Date:	

<b>Community centre contact details</b>	<b>Baranduda Community Centre</b> Address: 3 Sage Crt, Baranduda, VIC, 3690 Phone: (02) 6020 8643 Fax: (02) 6020 8026 Email: cbaranduda@wodonga.vic.gov.au facebook.com/barandudacc
	<b>Felltimber Community Centre</b> Address: Cnr Melrose Drive and Felltimber Creek Rd, Wodonga, VIC, 3690 Phone: (02) 6043 4550 Fax: (02) 6043 4551 Email: cfelltimber@wodonga.vic.gov.au facebook.com/felltimbercc
	<b>Belgrade Avenue Community Centre</b> Address: 12 Belgrade Ave, Wodonga, VIC, 3690 Phone: (02) 6043 4550 Fax: (02) 6043 4551 Email: cfelltimber@wodonga.vic.gov.au

## OFFICE USE ONLY

<b>Hall hire charges and checklist</b>	Booking number:
	Insurance:    Y    N
	Bond required:    Y    N
	Invoiced:
	Stat sheet:
	Keys required:    Y    N
	Calendar updated:
	Insurance register:
	Bond returned:    Y    N    Date:
	Paid:
	Bluepoint: