

Application for Venue Hire



Central Ringwood
Community Centre Inc

Contact details of hirer

Name of Organisation: _____

ABN: _____

Person in Charge: _____

Position: _____

Address: _____

Contact number: _____

Email address: _____

Is your organisation a Not for Profit? Yes No

Purpose of hire: _____

Contact details of person to invoice

Name / Title: _____

Postal address: _____

Contact number: _____

Email address: _____

Public Liability Insurance

Do you have public liability insurance of at least \$10 million dollars? Yes No

*If you ticked **yes**, you must provide a copy of your Insurance Certificate to our booking co-ordinator*

**Please note we do not approve any youth events such as 13-25 year old birthday parties or youth cultural events.*

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Details of your booking

Please only complete section A, B or C depending on the requirement of your booking. Once you have completed one section, please sign the declaration and sign and either email, submit or give it to our venue hire booking coordinator for processing.

Room Number/s: _____

Section A - Single Booking (email extra dates to info@crcinc.org.au)

Start time: _____ End time: _____

Date: _____ Date: _____

Section B - Regular Booking (weekly / fortnightly / weekends or monthly)

Date of first booking: _____ Date of last booking: _____

Start time: _____ End time: _____

Weekly Weekends Fortnightly Monthly

Will your regular booking run through the school holidays? Yes No

Will your regular booking run on public holidays? Yes No

Section C - Occasional Booking

Date: _____ Day: _____ Time Start: _____ Time End: _____

Declaration

- By signing this declaration you agree that you have read and understand the terms and conditions of hiring Central Ringwood Community Centre.
- Where the Hirer is a company or Incorporated Association, I am authorised by the Hirer to complete the application form on the Hirer's behalf.
- I am personally responsible for ensuring that the Hirer complies with the conditions of hiring the Complex, and if the Hirer breaches any of the conditions of hiring the complex, I will be personally responsible for any such breaches, including any damage to the complex.

Signature of applicant _____

Date _____

Conditions of Hire for Central Ringwood Community Centre

Thank you for choosing Central Ringwood Community Centre for your function. Please read these Conditions of Hire carefully as they have been designed to ensure the protection of the Centre and its users and to keep hiring costs to a minimum.

APPLICATION TO HIRE

- 1.1. All applications for the hiring of Central Ringwood Community Centre including the Community Hall shall be made through the Venue Hire Coordinator.
- 1.2. All applicants shall receive a copy of the Hire Agreement and Conditions of Hire.

POWERS

The Centre Manager:

- 2.1. Has the right to vary or cancel the Hire Agreement in the event of any breach of the same.
- 2.2. Has the absolute right to vary or cancel part or all of the Hire Agreement to allow continuation of Centre activities.
- 2.3. Has the right of access at all times.
- 2.4. Has the absolute authority to deal immediately with any dispute arising from the hire of the Centre and
- 2.5. Has the absolute authority to deny any undesirable person/s access to the premises.

HIRING FEES AND SCHEDULES

- 3.1. The hiring fees for all Hire shall be determined by the C.R.C.C. Centre Manager and may be varied or waived at the discretion of the Centre Manager.
- 3.2. Confirmation of a booking for Hire shall occur only upon receipt of a completed Application to Hire and payment of the deposit as advised by the Centre Manager.
- 3.3. All monies due must be paid in full prior to the commencement of any Hire, including the balance of hiring fees and bond monies and only then will access to the Centre be provided.
- 3.4. Monthly Invoices will be sent to regular hirers.
- 3.5. The method of payment of all monies is by Cash, EFTPOS, or online. Contact the Centre for more details.
- 3.6. A hiring bond shall be payable on all Hires, as determined by the Centre Manager and will be refunded upon satisfactory completion of the hire and in accordance with the Agreement to Hire.
- 3.7. All monies due regarding Venue Hire must be paid in accordance with the Schedule of Hire or access may be denied (see Clause 2.1.); and

Non-Refundable Deposit:

- 3.8 To secure your booking for private functions or for non-regular clients, a non-refundable deposit of \$200 is required at the time of booking. This deposit will be applied toward your total hire fee and ensures the reservation of your chosen date and venue.

LIABILITY

- 4.1. Neither the Council or any person acting on behalf of the Council, affiliated bodies, staff or other employees shall be liable for any loss, damage or legal inability incurred by the Hirer

Conditions of Hire for Central Ringwood Community Centre

USE OF PREMISES

The Hirer SHALL NOT:

- 5.1. Sub-let the premises or any part thereof;
- 5.2. Attach anything to the walls, ceilings, floors, or any part of the building without the written permission of the Centre Manager.
- 5.3. Allow any unauthorised alterations to the building or any part thereof, including the use of screws, nails, fixtures or similar fittings.
- 5.4. Allow any unacceptable, unreasonable or dangerous behaviour of any kind.
- 5.5. Cause or allow anything to be done which may affect any insurance policies pertaining to the Centre and /or its contents.
- 5.6. Allow any unauthorised or illegal use of the premises, including illegal activities.
- 5.7. Allow or cause unacceptable, unreasonable or excessive levels of noise to be reached.
- 5.8. Allow any users/guests to smoke, use drugs or other controlled substances within the confines of the Central Ringwood Community Centre.
- 5.9. Allow the use of any barbecue, spit or other portable cooking equipment within the premises or attached structures.
- 5.10. Cause or allow to be caused any damage to the building or its outside structures.

RESPONSIBILITIES

The Hirer SHALL:

- 6.1. Ensure that the premises are vacated punctually at the close of the function/hire, as per the Hire Agreement. A penalty of \$50 per half-hour or part thereof will be charged if this condition is not met.
- 6.2. Ensure that, in the event of an evening Hire, all guests must have vacated the premises no later than 12.30 a.m. the following morning (or as otherwise stated in the Hire Agreement). Cleaning of the premises shall be completed no later than 1.00 pm at the end of the function. A penalty of \$50 per half hour or part thereof will be deducted from the bond if this condition is not met.
- 6.3. Ensure that all cleaning is completed at the conclusion of the function/hire. This includes all kitchen utensils, appliances, equipment and furniture, sweeping (and where necessary, washing) the kitchen, toilet and entry floors, vacuuming all carpeted areas including the hallway, securing and moving all rubbish, and removing all decorations, empty cans, bottles, hard rubbish, cartons and other equipment is the responsibility of the Hirer. All furniture and cleaning equipment must be returned to original positions and storage areas. The hirer must take bagged rubbish off premises, unless they have made arrangements to use the skip, which is available at a fee of \$60. Hirer must supply replacement garbage bags.
- 6.4. Pay any charges levied for cleaning of the premises, as may be deemed necessary by the Manager or duly authorised person, after inspection of the premises following the function/hire. Such charges will be deducted from the bond monies or billed to the Hirer.
- 6.5. Ensure the caterers, hired staff, users and guests take all reasonable precautions and/or contents against spillage or other stains and damage.
- 6.6. Ensure that Council and EPA regulations regarding excessive noise be adhered to.
- 6.7. Premises to be vacated by 12.30 am unless other arrangements have been made with the Centre Manager.
- 6.8. Arrange that all users/guests use the appropriate car parking facilities.

Conditions of Hire for Central Ringwood Community Centre

6.9. Be responsible for the care, safety and use of all equipment brought into the premises during the function/hire.

6.10. Be prompt when picking up or returning the key to the Centre Manager as arranged prior to commencement of hire.

SECURITY

The hirer is solely responsible for ensuring the following security measures are followed at the completion of the function hire:

7.2. All internal and external doors are to be locked and properly secured.

7.3. All rooms and toilets are to be checked and secured. Windows must be shut and properly locked.

7.4. All lights must be switched off

7.5. All heaters/air conditioners, ovens and similar appliances used during the function hire must be switched off.

7.6. Key cards – If lost or stolen the user group will be responsible for replacement costs. This could also include, (if necessary) the costs to replace door locks etc. Report all missing key cards immediately to Centre Manager.

7.7. The alarm system is programmed to auto-arm after closing time. If the user group has not vacated the premises by this time the alarm will be activated and security called. **The user group will be responsible for meeting the cost of the security call-out.**

7.8. Damage to property, furniture and/or equipment to be reported to Centre Manager immediately. If appropriate, groups will be required to cover the cost of repair or replacement.

7.9. All rooms and toilets are to be checked and secured. Windows must be shut and properly locked.

7.10. All lights must be switched off

7.11. All heaters/air conditioners, ovens and similar appliances used during the function hire must be switched off.

REGULAR WEEKLY HIRERS

8.1. Except for public holidays, beginning and end of year dates and special occasions, all other weekly sessions are to be paid for irrespective of your group operating that night or not.

8.2. Key update forms and information plus “Hire of Venue” forms with information are to be revised annually. A schedule of cleaning responsibilities is attached.

STANDARD HOUSEKEEPING AND CLEANING

9.1 Ensure that all cleaning is completed after the function/hire. This includes:

- Clean all appliances, equipment and furniture
- Sweep (and where necessary, wash) toilet and entry floors, including the hallway
- Kitchen - all dishes to be washed and put away, benches to be cleaned
- All decorations to be removed
- All rubbish must be taken off the premises, unless you have made arrangements to use the skip
- All furniture and cleaning equipment must be returned to original positions and storage areas
- Please make sure all lights and heaters and air-conditioners are turned off when leaving

Conditions of Hire for Central Ringwood Community Centre

CHECKLIST - ON LEAVING BUILDING

- All windows to be shut
- Heaters, fans, air conditioners all to be turned OFF
- Hot water unit to be left on
- All lights off (security light remains on)
- All projectors off
- Centre is clean and tidy - furniture replaced according to illustration provided.

WE RECOMMEND THE FOLLOWING

- No person should be left on their own at night outside.
- Lock all cars and do not leave valuables in car.
- Park cars in front of the building under lights.
- When office is not occupied office door is to be kept locked.
- Keep front door locked while classes are in progress. Front door is to be locked if staff are not in the front office (after office hours)

It is the person-in-charge's responsibility to inform their participants of the security guidelines.

IN CASE OF AN EMERGENCY

POLICE, FIRE, AMBULANCE 000
Cath Collopy, CRCC Centre Manager 0490 101 394
Central Ringwood Community Centre office 9870 2602
Maroondah City Council 1300 88 22 33
Taxi 13 22 27

C.R.C.C.'s website address is www.crcinc.org.au See printable form on the "contact us" page.

Please contact the Centre Manager if you have any concerns and / or require information.

We hope that you continue to enjoy the excellent facilities at the Central Ringwood Community Centre.