



Surrey Hills Neighbourhood Centre Inc. – A0033345Z

ABN 85 629 719 592

157 Union Road Surrey Hills 3127

Phone (03) 9890 2467

Email: enquiries@surreyhillsnc.org.au

Website: www.surreyhillsnc.org.au

2020 VENUE HIRE INFORMATION AND BOOKING FORMS

Attached are the following documents:

- Venue Hire Information** - please read and keep for your reference.
- Venue Hire Agreement** - please complete and return.
- Application to Consume Liquor at SHNC** - complete and return if alcohol is being consumed at your event.
- Bond Form** - complete and return

Other matters that may need to be organised include:

- **PARTYSAFE**
If the event is for a party for ages 13 - 14 years and 19 - 22 years, you must register your party with Victoria Police by completing the **VICTORIA POLICE PARTYSAFE PROGRAM REGISTRATION FORM**.
Please note that we do not take bookings for parties of ages 15 to 18 years inclusive.
The Partysafe form can be downloaded from www.police.vic.gov.au,
Return or post the Partysafe form to: Boroondara Crime Desk, Boroondara Police Station, 34 Harp Road, Kew, 3101.
- **PUBLIC LIABILITY**
If the Hirer is a business or an 'Incorporated' association, then Public liability insurance is required. Prior to the hire of the facility a copy of the 'Certificate of Currency for Public Liability' will need to be provided.
- **SALE OF ALCOHOL**
If alcohol is to be sold, then Liquor Licensing Victoria must be contacted (1300 650 367) and a Liquor Licence obtained. A copy of this must be given to the Centre prior to the hire commencing.



VENUE HIRE INFORMATION 2020

HIRERS: PLEASE RETAIN THIS INFORMATION FOR YOUR REFERENCE

Individuals, organisations, local groups and businesses are welcome to hire SHNC facilities.

All rooms and buildings are accessible.

Facilities available and hourly rate (inc. GST, effective from January 2019)

Room	Description	Furniture and Features	Hourly Rate
CHANDLER ROOM	Octagonal multi-purpose room Large opening glass doors to outdoor, fenced area Kitchen Accommodates up to 80 people Outdoor toys are available to hire (\$30 flat fee)	75 adult chairs 8 trestle tables (180cm x 80cm) 17 children's chairs 4 long children's tables (120cm x 75cm) Heating & air conditioning Oven, fridge, microwave <i>NO bands or helium balloons</i>	Community / Not For Profit Hirers: \$58 per hour Business / For Profit Hirers: \$68 per hour <i>NO hire available for parties for ages 15 to 18 years inclusive</i>
COTTAGE Swinerton Lounge Room	Lounge room Carpet Accommodates up to 6 people	Piano Round meeting table 6 adult chairs Extra plastic chairs stored in the kitchen Heating	Community / Not For Profit Hirers: \$16 per hour Business / For Profit Hirers: \$19 per hour
Cottage Kitchen	Kitchen Adjacent, outdoor area Can be used as a kitchen or as a meeting/workshop room for up to 10 people	Round table 10 adult chairs Oven Refrigerator Microwave oven Heating & air conditioning	Community / Not For Profit Hirers: \$26 per hour for meetings \$31 per hour for cooking Business / For Profit Hirers: \$41 per hour for meetings \$51 per hour for cooking
Cottage Maitland Meeting Room	Meeting room Carpet Accommodates up to 30 people	35 adult chairs 6 trestles tables Heating & air conditioning	Community / Not For Profit Hirers: \$36 per hour Business / For Profit Hirers: \$46 per hour
ENTIRE COTTAGE: Maitland Meeting Swinerton Lounge & Kitchen	Renovated, heritage cottage and garden. Separate street frontage Carpet Heating	See details for individual rooms above	Community / Not For Profit Hirers: \$58 per hour Business / For Profit Hirers: \$68 per hour

Payment and booking notes:

- Temporary bookings are only held for 3 (three) working days.
- Payment in full and completion of venue hire forms, including the bond form are required to confirm a booking.
- We **do not** take bookings for parties of ages 15 to 18 year olds inclusive, unless expressly approved by the Centre Manager on an exceptional basis.
- **Bands and/or helium balloons are not permitted.**
- There is a minimum booking period of 5 hours after 5pm on Friday and Saturday evenings.
- Total hire time must include setting-up time and packing-up/cleaning time. Hirers cannot come into the building before their hire time, or any other time without the permission of SHNC.

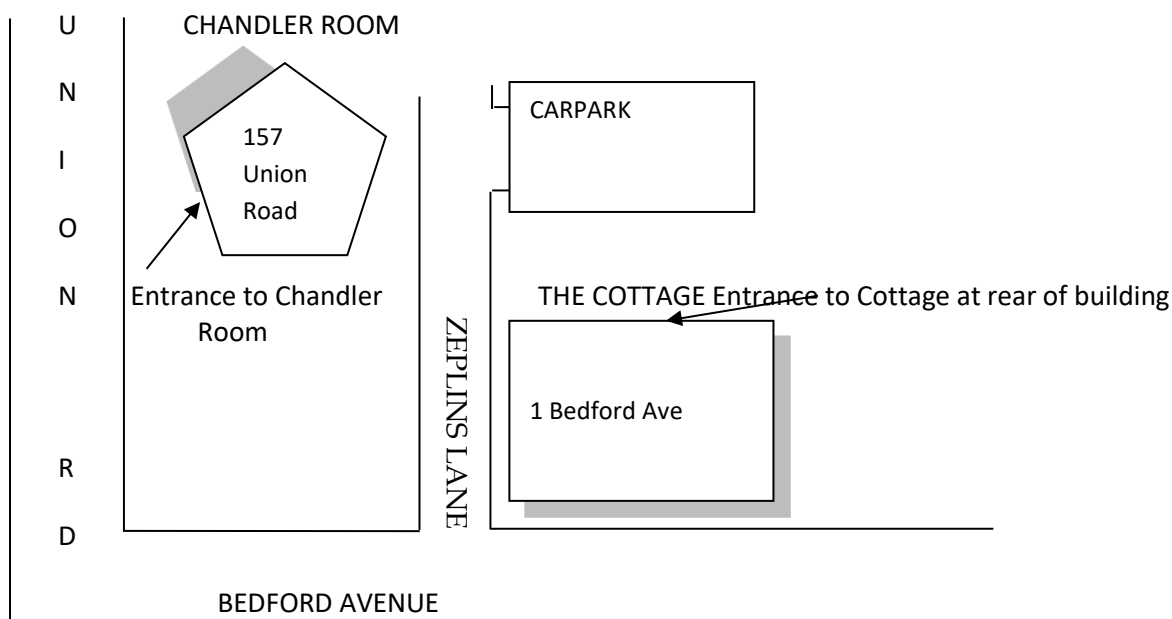
Bond

- A bond is required for all bookings. We require either credit card details on the Bond Form or a valid cheque which will be kept securely until after the function. If a charge is to be made after your function we will contact you.
 - For parties for ages 13 to 14 years and 19 to 22 years the bond is \$1000.
 - For all other bookings the bond is \$500.
- All or part of the bond will be forfeited by the Hirer in the event of property damage, overstaying time of hire, additional caretaker visits, loss of, or not correctly replacing any key cards given access to, incomplete cleaning of venue, leaving rubbish, nuisance or noise caused to neighbours or loss of SHNC community goodwill or if helium balloons are found in the Centre. **NOTE: A \$100 fee will automatically be deducted from the bond if rubbish is disposed of in SHNC bins, neighbourhood bins, traders' bins and if helium balloons are found anywhere in the Centre.**

Insurance

- We do not require community hirers, such as individuals hiring for family functions/parties to have insurance, but hirers need to be aware that the Hirer uses the facilities at their own risk, and they release Surrey Hills Neighbourhood Centre from any and all claims, liability and loss in connection with the hire.
- If the Hirer is a business or an 'Incorporated' association, then Public liability insurance is required. Prior to the hire of the facility a copy of the 'Certificate of Currency for Public Liability' will be need to be provided.

Surrey Hills Neighbourhood Centre (SHNC) site plan



Cancellation policy

The following policy is adhered to regarding the cancellation of bookings. We cannot reschedule bookings at the last minute due to a change in personal circumstances.

Cancellations received more than 4 weeks prior to the booking date.	Full Refund
Cancellations received between 1 week and 4 weeks prior to the booking date.	50% Refund
Cancellations received less than 1 week prior to the booking date.	No Refund

The SHNC Committee reserves the right to cancel a booking with at any time and would repay any hire fee paid for any hire period not yet passed.

Conclusion times

Times	Conclusion of Function and Music	Cleaning complete and Venue vacated.
Sunday to Thursday	10:30pm	11:00pm
Friday and Saturday	Music and function to finish - 11.00pm Guests to have left by - 11:30pm	12:00 midnight

All cleaning up must be completed within the room hire period and in line with the times indicated below.

Door access code

Instructions for entry into the building, the door access code and the Caretaker's telephone number (for urgent problems) will be emailed to the hirer one week prior to the date of hire. Any key cards given access to must be replaced as instructed. Loss of a key card or not returning it as instructed at the conclusion of a hire, will result in a loss of part of or the entire bond.

What is provided and included in the hire fee?

We recommend hirers use disposable or hired crockery, cutlery and glasses.

Some basic equipment is available in each kitchen (please wash/put away after use):

- Small amount of miscellaneous crockery, cutlery, and coffee mugs and plastic platters.
- Dishwashing liquid
- Small number of baking trays and pans
- Brooms, dust pan and brush, mop, bucket and floor cleaning liquid, vacuum.

What hirers should provide, if required

- All refreshments including tea, coffee and milk.
- Crockery and cutlery and glasses (disposable or hired).
- Tea towels, baking paper, garbage bags to take away rubbish.
- Additional items as needed.
- Note - Equipment for events can be hired from companies such as:
Place Settings – www.placesettings.com.au | Harry the Hirer – www.harrythehirer.com.au
- Local businesses providing catering include: Anne's Pantry (03) 9890 1225,
Zimt Patisserie (03) 9890 2382

Heating and air-conditioning

Chandler Room: Reverse cycle heating/air-conditioning is available. Instructions and remote control are on the wall.

The Cottage: Reverse cycle heating/air-conditioning is available in the Kitchen and Maitland room.

Toy hire – Chandler Room

- For functions held in the Chandler Room, outdoor children's toys are available for hire at an extra charge of \$30.00 per event. Toys include: Little Tykes ride-on car, 3 small ride-on toys, small slide, wheelbarrows, lawn mower, mini rocker, shopping trolley and a small basketball ring.

Decorations

- **Helium balloons are not permitted to be used within the Centre. Hirers will be charged \$100 from bond if helium balloons are found in the building.** Regular balloons are allowed.
- Streamers and banners can be used, we recommend using 'blu tack' for putting up decorations.
- All decorations and 'blu tack' must be removed at the end of the event.

Chandler room music systems

In the Chandler room there are two music systems:

- The music system on the benchtop plays CDs and an iPod (but not an iPhone or iPad)
- There is also a Bose Bluetooth speaker available for hire. **This is kept in a locked cupboard. Hirers need to contact the Centre to arrange the collection of the key during office hours prior, to the event, to access this speaker.** This will connect to any device that uses Bluetooth. There is no cost to hire this speaker, but hirers will be charged \$300 from their bond if the speaker/remote control/cables or key are lost or damaged.

No smoking policy

- Smoking is not permitted in any area of the SHNC buildings and grounds. The Hirer must not allow any person to smoke on the premises.

Alcohol policy

- Hirers must apply to SHNC to consume alcohol whilst on the premises – please complete and return to SHNC the 'Application to Consume Liquor at SHNC Form' that is included in this pack.
- If alcohol is to be sold, then Liquor Licensing Victoria must be contacted (1300 650 367) and a Liquor Licence obtained. A copy of this must be given to the Centre prior to the hire commencing.
- Responsible serving of alcohol regulations and guidelines must be observed. Alcohol must not be consumed by persons under 18 years of age.

Other party information

- **We do not take bookings for parties of ages 15 to 18 year olds**, inclusive, unless expressly approved by the Centre Manager on an exceptional basis.
- **We do not allow bands as we are in a residential area.** You can hire our Bluetooth speaker (no cost, but you need to pick up a key in the week before the booking, as it is kept locked.) Or you can bring your own Bluetooth speaker.
- Music must be kept at a reasonable volume with consideration to our neighbours. Music must finish at 10.30pm on Fridays and Saturdays and 10pm from Sundays to Thursdays. **If you have a DJ to provide music, you must ensure that the DJ understands that the volume must be kept down to a reasonable level and abides by this requirement.**
- **Partysafe:** If the event is for a party for ages 13 - 14 years and 19 - 22 years (or 14 to 18 if approved by the Centre Manager), you must register your party with the Victorian Police through completing a Police Partysafe Form.
The Partysafe form can be downloaded from www.police.vic.gov.au, then search for Partysafe. Then post to: Boroondara Crime desk, Boroondara Police Station, 34 Harp Road, Kew, 3101.
- SHNC does not provide barbeque facilities.
- **Jumping castles and animal farms may be permitted by special arrangement with the Centre Manager. If permission is granted, these must be located in the lower garden area of the Chandler**

garden or in the Staff Car Park. The hirer will be responsible for the rectification of any damage caused.

Before leaving the Centre


- **Please vacate the premises promptly at the end of your hire time.** The caretaker will conduct a post-hire check after your booking.
- **Rooms must be left clean.** Sweep and mop floors where appropriate, wipe surfaces, replace chairs and tables and leave the room tidy and in the same configuration as prior to the room hire.
- **Remove all decorations and take all rubbish home.** Rubbish is NOT to be put into the Centre's rubbish bins, or any neighbouring bins.
- **Turn off kitchen equipment, lights, and heater/air-conditioner.**
- **Lock and secure all external doors.**
- **Replace the Chandler Room key in the key safe.**

In the event of an emergency

The Hirer is responsible for ensuring adequate procedures are followed in the event of an emergency.

Depending on the situation this may include some, or all of the following:

- **Contact Emergency Services – Dial 000 for Ambulance, Fire or Police services.**
- Our address is:

<u>For the Chandler Room</u>	<u>For the Cottage</u>
157 Union Road	1 Bedford Avenue
SURREY HILLS Vic 3127	SURREY HILLS Vic 3127
- **Assist any person if safe to do so. Administer First Aid as appropriate.**
- **First Aid Kits**  are located in the **Chandler Room Kitchen** and the **Cottage Kitchen**.
- **Alert office staff if emergency is during office hours, notify the caretaker if outside office hours. The Caretaker's contact details are in the security instructions provided prior to the event.**
- **If necessary, conduct an emergency evacuation of all persons using the nearest safe exit.** Diagrams of emergency exits, and procedures are displayed in all rooms. Everyone should assemble in the Front Cottage Garden or in the Carpark and not re-enter the building. The Hirer should account for all the people in attendance. Check all bathrooms. The Hirer should be aware of anyone who has an issue with mobility or an impairment which could affect their ability to be aware of or escape in an emergency.

General policies

- Hirers can only use the building for the purpose stated on the Venue hire forms.
- The Hirer must not damage any part of the hired area or allow anyone else to do so. Hirers are responsible for any damage caused to the premises or property. Hirers are responsible for any damage caused to the premises or property. The costs of repair or replacements will be taken from the bond in the first instance, and if the cost is greater than the bond, then the Hirer will be liable for any additional cost.
- All hire is subject to the discretion of SHNC Management. Hirers are required to adhere to SHNC venue hire policies. The SHNC Management of Committee grants the Hirer a non-exclusive sublicense to use the facility (including furniture & fittings, for their usual purpose) in accordance with the terms of the agreement and for the period of hire that has been booked.
- The Management of Committee reserves the right to review hire fees at any time and apply the new rate to any booking, current or future, from date of change.
- **Child safe organisation** - Surrey Hills Neighbourhood Centre is a child safe organisation and is committed to promoting and protecting the interests and safety of children. We expect all groups and organisations who hire our rooms to comply with the requirements of the Commission for Children

and Young People Act 2012 and to adhere to the Child Safe Standards if required to do so. A copy of our policy can be found on our website www.surreyhillsnc.org.au

Responsibility

Compliance with occupational health and safety laws

- The Hirer must comply with the *Occupational Health and Safety Act 2004* (Vic) and any other occupational health and safety law, regulation or by-law that applies to the Hirer's use of the Hired Area,
- The Hirer must not cause Surrey Hills Neighbourhood Centre to be in breach of the *Occupational Health and Safety Act 2004* (Vic) through the Hirer's acts or omissions.
- The Hirer must notify the Centre and Borondoorra Council if it becomes aware of the existence of a potential health and safety issue in relation to the Hired Area.

Indemnity

- The Hirer indemnifies Surrey Hills Neighbourhood centre against all claims, demands, actions, loss and liability in connection with the Hirer's hire and use of the Hired Area, including any damage to the Hired Area or any loss, injury or death to any person in or about the Hired Area.
- The Hirer indemnifies Council against all claims, demands, actions loss and liability in connection with any third party accessing the Hired Area, including any damage to the Hired Area or any loss, injury or death to any person in or about the Hired Area.

Disclaimer

- The Hirer hires and uses the Hired Area at the Hirer's own risk, and releases Council from all claims, liability and loss in connection with the Hirer's hire and use of the Hired Area.
- The Hirer agrees and acknowledges that Council makes no warranty or representation to the Hirer about the condition of the Hired Area, or its suitability for the Purpose of Hire.
- The Hirer acknowledges that they have inspected the Hired Area and warrants that the Hired Area is suitable for the Hirer's purpose.

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VENUE HIRE AGREEMENT

2020

Name of Hirer (Person, Group, Business).....

- If in name of Business - Contact Name

Address of Hirer.....

..... Post code

ABN:

Phone number of Hirer BH.....AH.....M.....

Email address of Hirer.....

Date of Booking..... Number of People.....

Booking Time: From.....To..... Total Hrs.....

Room(s) Hired.....

Purpose of Hire.....

HIRE OF BLUETOOTH SPEAKER: YES/NO (Please circle)

I wish to hire the Bluetooth speaker – available Chandler room only (No cost, see conditions below - item 4)

HIRE OF CHILDRENS OUTDOOR TOYS (Cost \$30): YES / NO / Will wait until nearer the hire date (Please circle)

Note: We cannot give a refund if the toys are not used due to poor weather conditions. The toys can be paid when booking, or one week prior to the hire, so that the weather can be checked.

AGREEMENT:

1. I have read, understood and agreed to the Terms of Hire as stated in the Venue Hire Information.
2. I will not give the door access code to any other person, under any circumstances, and only use the door code for the period of my hire.
3. I will report the loss of the door access code or any suspected breach of security immediately to Surrey Hills Neighbourhood Centre on 9890 2467 or Camberwell Police Station.
4. If hiring the Bose Bluetooth speaker, I understand I will have to collect a key before the booking. The speaker, both cables and the remote control will be returned to the drawer after use, the drawer locked, and the key placed in the Centre letterbox at the end of the event, otherwise I will be charged \$300 from my bond.
5. I will ensure that the noise level for my function will be kept to a reasonable level.
6. I will ensure the rooms are clean and leave the room as I found it prior to the hire, and I will take home all rubbish and lock all doors when leaving.

Signed.....

Date.....

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2020

APPLICATION TO CONSUME LIQUOR AT SURREY HILLS NEIGHBOURHOOD CENTRE

Only complete and return this form to Surrey Hills Neighbourhood Centre if serving liquor at your function or event.

Responsibility for this application is accepted by the person listed, who agrees to ensure the observance of the following conditions:

- Liquor can only be consumed if this form is completed and then SHNC provides their written consent.
- If liquor is to be **sold**, then Liquor Licensing Victoria must be contacted (1300 650 367) and a Liquor Licence obtained.
- No service of liquor to any person under the age of 18 years of age at any time and under any circumstances.
- Liquor may only be served up until 10.30pm.

Room Hired: _____

Type of function: _____

Is this a private function, where alcohol is NOT being sold, and therefore a liquor licence is NOT required?

YES/NO (Please circle as appropriate)

(Note, if you are SELLING alcohol a liquor licence will be required)

Date and Time of Function: From _____ to _____ on ____/____/____

Name of applicant: _____

Address of applicant: _____

Postcode _____

Phone number of applicant: Home _____ Mob _____

Signed: _____

Date: _____

Office Use Only. Consent of the Venue Manager:

Signed: _____ **Date:** _____

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Website: www.surreyhillsnc.org.au

HIRERS TO COMPLETE AND RETURN THIS FORM TO SURREY HILLS NEIGHBOURHOOD CENTRE

BOND FORM

2020

The bond amount is:

- **\$1000** for parties for ages 13-14 and 19-22 years
- **\$500** for all other venue hires

The bond can be left as credit card details written on the form or a cheque attached to the form.

Date of hire and the venue	Cardholder Name (as it appears on the card)	Credit Card Number	Expiry Date	CVV number (on back)	Bond Amount \$
		---- / ---- / ---- / ----	-- / --	---	

- NO payment is taken from the credit card, unless there is a problem with the booking, such as: Property damage, overstaying time of hire, additional caretaker visits, loss of, or not correctly replacing any key cards given access to, incomplete cleaning of venue, leaving rubbish, nuisance or noise caused to neighbours or loss of SHNC community goodwill or if helium balloons are found in the Centre. We will contact you to discuss the issues first.
- **A \$100 fee will automatically be deducted from the bond if rubbish is disposed of in SHNC bins, neighbourhood bins, traders' bins and if helium balloons are found anywhere in the Centre.**