



Equipment and Room Hire Conditions and Contract – Commercial – Policy

The SpringDale Neighbourhood Centre Inc makes its rooms and equipment available to the Drysdale commercial community to assist and encourage the development of local businesses.

We have established the following conditions of use:

- Businesses must first contact the Coordinator if they wish to either hire a room or borrow equipment.
- The Committee of Management has the right to deny hire depending upon the proposed use of the Centre and its value to the community as a whole.
- A deposit may be required depending on the equipment being borrowed.
- A 'Conditions of Use' handout must be given to all those hiring rooms or borrowing equipment.
- These conditions must be read and agreed to by signing the Acknowledgement of Having Read the 'Conditions of Use' Document.
- Equipment borrowed must be returned on the assigned date. A late fee will apply.
- The SpringDale Coordinator must sight evidence of current public liability insurance in the name of the hirer with cover for at least 10 million dollars.
- Due care must be used with all equipment. If it is damaged by the hirer or its guests as a result of mishandling, the hirer must pay for repairs.
- If a room is hired after hours, arrangements for opening and locking up the Centre must be followed.

The following documents should be used in conjunction with this policy:

- Hire of Facilities Application Form (including Acknowledgment of Having Read the Conditions of Use document)
- Room Hire Schedule
- Conditions of Use form
- Facility Hire Evaluation Form
- Incident Report Form
- Application for Hire-Evening Use

HIRE OF FACILITIES APPLICATION FORM

Commercial Users

or Application for Hire – Evening Use if applicable
(Retain a copy for your records)

Please complete this form and return it to SpringDale Neighbourhood Centre 17-21 High Street, Drysdale or email office@springdale.org.au

Name of Hirer(s): _____

Name of Contact Person: _____

Email Address: _____

Address: _____

Telephone: (H) _____ (W) _____

(Mobile): _____ ABN: _____

Name of Organisation / Person / Business: _____

FACILITIES REQUIRED: *(please tick)*

Cost as attached

☐ SpringDale Hall

☐ Hall Kitchen

☐ Demonstration Kitchen

☐ Foyer

☐ Computer Room

☐ Recreation Room

☐ Art Room

☐ Music Room

☐ Woodies Room

FUNCTION DESCRIPTION AND PURPOSE: (Meeting, Conference/Seminar, Display, Reception)

Date of Function: _____ / _____ / _____

Hours Required: From _____ To _____

Numbers expected at function: _____

Setting up Time: *(if applicable)* _____

Liquor Licence No. _____

Food Handlers Certificate: *(if applicable)* _____

Key Collected: *(Date)* _____

Key Returned: *(Date)* _____

17-21 High St., Drysdale 3222

T: (03) 5253 1960

M: 0416 450 534

Email: office@springdale.org.au

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Version 2.0

Category: Policies

Approved: 27 October 2020

I ACKNOWLEDGE HAVING READ THE "CONDITIONS OF USE" (AS ATTACHED) AND UNDERTAKE TO COMPLY IN ALL ASPECTS WITH SUCH CONDITIONS. I AM THE RESPONSIBLE PERSON AND I AM AUTHORIZED TO SIGN THIS FORM ON BEHALF OF THE HIRER ORGANISATION WHICH WILL BE LIABLE SHOULD THE CONDITIONS OF HIRE BE BREACHED

Signature: _____

☐ **Copy of Driver's Licence** *(attached and Coordinator witnessed original)*

Date: _____

Room Hire Fee: \$ _____ **Bond:** *(if applicable)* \$ _____

Total Cost: \$ _____ ☐ **GST** *(if applicable)*

Date Payment Received: _____ / _____ / _____

Facility Condition Report before the event: _____

Facility Condition Report after the event: _____

Bond Returned: ☐ In Full **Date:** _____

☐ In Part **Date:** _____

If Bond Withheld Reasons:

☐ Breakages *(as per replacement schedule)*

☐ Centre not cleaned properly

☐ Key replacement – \$200 each

Other reasons: _____

Coordinator: _____

(signature)

ROOM HIRE SCHEDULE

Commercial Users

SpringDale Hall, or Demonstration Kitchen, or Foyer, or Occasional Care Room, or Training Room, or Meeting Room

Morning, Afternoon and Evening hire of each of the above mentioned rooms / areas per session:

- | | |
|---|-------|
| 1. Morning Hire (7 am-12 noon) | \$150 |
| 2. Afternoon Hire (12 noon–5.00 pm) | \$150 |
| 3. Evening Hire (5.00 pm–12.00 midnight) | \$250 |

EQUIPMENT HIRE SCHEDULE

Tables and Chairs

(a) 5 x card tables	\$5 per hire item
(b) 10 x folding tables	\$10 per hire item
(c) 40 x plastic chairs	\$1 per hire item

Glasses

(a) Water glasses	\$0.50 per hire item
(b) Champagne Flutes	\$1 per hire item
(c) Wine glasses	\$1 per hire item

Data Projector and Screen

(a) Data Projector	\$50 per day
(b) Screen	\$10 per day

Conference Microphone

(a) Conference Microphone	\$25 per day
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CONDITIONS OF USE

Commercial Users

1. APPLICATION TO HIRE

- Forms are available from the SpringDale Neighbourhood Centre office, website, or by phoning 5253 1960. The Application form must be completed and returned to the Centre with payment before a booking can be confirmed.
- Emergency after hour's telephone enquiries may be made to 0407 529 205
- Persons authorized by the Business to arrange the hire must be at least 18 years of age and identification will be asked for in the form of a current driver's licence.

2. KEYS

- The keys can be collected from the Centre during office hours or by arrangement with the office from our after hours' collection point.
- The keys must be returned to the after hours' collection point.

3. BOOKING

(a) **Confirmed Bookings:**

A booking shall be confirmed only when a completed and signed Application and acknowledgement of conditions of hire forms and payment have been received and a receipt issued.

(b) **Cancellations:**

A full refund will be made if notice is given to the Centre at least two weeks before the date of the booking.

4. LIMIT OF HIRING

- (a) Time limits are set to minimize nuisance to the neighbourhood The hirer shall only be entitled to use that part of the House/Hall booked and only for the time stated on the Application form. If the hirer uses the Centre for a longer period than specified on the application there will be additional charges.
- (b) Hirers may set up the area they have booked at a time arranged with SpringDale Neighbourhood Centre.
- (c) Hirers are required to replace furniture and equipment to as they were found before hire.
- (d) Hirers must leave the Centre clean and tidy and take rubbish away from the premises as rubbish disposal is not part of the hiring fee.
- (e) Hirers must ensure that heaters, lights etc. have been turned off.
- (f) Any dishes/cups used must be hygienically washed and dried.
- (g) Lock all doors.

5. DAMAGE / INCIDENTS OR ACCIDENTS

- Care must be taken at all times to ensure that the Centre and all contents are carefully looked after.
- If any damage or loss or an incident or accident occurs, notification should be made to the Centre as soon as possible following the incident or accident and the attached incident report form must be completed and signed.
- The hirer must replace or repair damaged items or make payment to do so.
- Where a bond has been paid cost of replacement or repair will be deducted from the bond paid.

6. SMOKING

- All rooms of SpringDale Neighbourhood Centre and surrounds are “smoke free”.
- Anyone wishing to smoke must do so outside and please make sure any signs of smoking outside the Centre are removed as part of the cleaning process.
- Hirers are required to supply their own fire safe outdoor ashtrays and must remove them after the function.

7. LIQUOR

- If guests are to bring liquor, or if you are providing it free to your guests, a licence is not required.
- However, if liquor is to be sold at the function or an entrance fee is charged, the hirer must ensure that a Liquor Licence is obtained from the Licensing Board – Tel: 1800 650 072
- **The copy of the licence must be provided to SpringDale at least 7 days prior to the function.**
- ***The hirer is responsible for ensuring that only persons 18 years of age and over are consuming liquor.***

8. RUBBISH

- All rubbish must be removed from the premises by the hirer.

9. PROTECTION OF THE FLOORS

- Our floors are an asset of the community and as such must be treated with respect. Any tables or furniture used or moved must be lifted for relocation not dragged.
- If heavy items are brought into the Centre/Hall, the floors must be protected by rugs.
- Kegs and gas bottles must be placed on a piece of carpet or thick newspaper to protect the floor.

10. INDEMNITY

- SpringDale Neighbourhood Centre is not responsible for any theft, loss, damage or injury suffered by the hirer or any guest or invitee of the hirer or any person coming on the premises during the period of hire, and the hirer indemnifies SpringDale Neighbourhood Centre Inc in respect of all claims for loss, damage or injury caused by any person or property during the period of hire or as a result of the use by the hirer of the premises.

11. SECURITY

- Please ensure that the premises are locked when you leave and all heating and lighting are switched off.
- A charge of \$75 will be made if a call out is required due to failure to lock the premises and turn heating and lights off.
- If the security alarm sounds requiring a security call out, a \$75 charge will be payable.

12. INSURANCE

- The hirer is required to produce evidence of current public liability insurance with a cover of at least 10 million dollars in the name of the hirer.

13. BREACHES

- SpringDale Neighbourhood Centre reserves the right to expel person(s) or terminate the function due to any breach or condition of hire and/or misconduct of patrons.

SPRINGDALE NEIGHBOURHOOD CENTRE INC.

Facility Hire Evaluation Form

As part of our mission to provide the best possible service to the residents of the North Bellarine, we ask for your feedback concerning the recent hire of our facilities:

1. Were the booking arrangements convenient? _____

2. Was the pricing structure reasonable? _____

3. The cleanliness of the facility prior to your event _____

4. The internal facilities are still to be improved upon, what do you consider to be the most urgent acquisition (apart from the refrigerator) _____

5. The clean up procedures after the event _____

6. General concerns / suggestions _____

7. Would you hire the facility again? Yes / No

8. Would you recommend this facility to others? Yes / No

(Optional) Your name and contact details: _____

Thank you for taking the time to fill in this evaluation form.