



## Equipment and Room Hire Conditions and Contract – Family / Organisation – Policy

The SpringDale Neighbourhood Centre Inc. makes its rooms and equipment available to the Drysdale community.

We have established the following conditions of use:

- Families / Organisations must first contact the Coordinator if they wish to either hire a room or borrow equipment.
- The SpringDale Committee has the right to deny hire depending upon the proposed use of the Centre.
- 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.
- 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

## Family / Organisation 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](mailto:office@springdale.org.au)

Name of Hirer(s): \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

(Mobile): \_\_\_\_\_

Name of Organisation / Person \_\_\_\_\_

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### FACILITIES REQUIRED: *(please tick)*

### Cost as attached

SpringDale Hall

Hall Kitchen

Demonstration Kitchen

Foyer

Computer Room

Recreation Room

Art Room

Music Room

Interview Room

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

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](mailto:office@springdale.org.au)

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 FAMILY / 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:** \$ \_\_\_\_\_ inc **GST**

**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

## Family / Organisation 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. <b>Morning Hire</b> (7 am-12 noon)           | \$100 |
| 2. <b>Afternoon Hire</b> (12 noon–5.00 pm)      | \$100 |
| 3. <b>Evening Hire</b> (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	\$1 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

## Family / Organisation 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 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 and taken away 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. CLEANING

- All the areas used by the hirer and his or her guests must be cleaned immediately after the function/activity finishes. If this is not done to a satisfactory standard, the hirer will be charged for the cost of cleaning.
- It is the responsibility of the hirer of the room to ensure that the wooden or linoleum floor is swept and washed clean and free of sticky residue. In the case of carpeted floors, they should be vacuumed. All spillages and moisture should be mopped or otherwise removed from the floor immediately. The kitchen must be cleaned and cutlery and crockery carefully stacked prior to the vacation of the premises. Toilets should be left in a clean and tidy condition.

## 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? \_\_\_\_\_

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2. Was the pricing structure reasonable? \_\_\_\_\_

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3. The cleanliness of the facility prior to your event \_\_\_\_\_

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

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5. The clean up procedures after the event \_\_\_\_\_

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6. General concerns / suggestions \_\_\_\_\_

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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: \_\_\_\_\_

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