

# CONDITIONS OF CENTRE USE FOR SUSSEX NEIGHBOURHOOD HOUSE

## Sussex Neighbourhood House

7 Prospect St. Pascoe Vale Vic 3044

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### BOOKINGS

- Application forms for Sussex Neighbourhood House (SNH) must be completed.
- Any person or group may apply to use SNH at times when it is not being used to deliver programs and activities organised by SNH and Maternal & Child Health (M&CH).
- Regular hirers must provide proof of Public Liability Insurance **at time** of Application.
- All applications must be made by person/persons over the age of 18.
- Ensure adequate set-up and clean-up time is allowed for within your total hire time.
- Bookings must be consistent with the values of the SNH. We reserve the right to reject any applicant we feel is not in keeping with the purpose and values of SNH.
- A \$50 deposit is required to secure bookings for parties.

### FEES

- Hire fees are available on request and on the Centre Hire Application form.

### BOND

- Payment of a \$200 bond (parties only) is required.
- Proof of ID to be provided.
- Bond money will be refunded via EFTPOS or bank transfer when SNH is satisfied that the hirer has met the requirements stated in this form.
- Any portion of bond retained by Sussex Neighbourhood House will incur 10% administration fee.

### PAYMENT

- Payment can be made via EFTPOS or cash.
- For function hire, bookings may not be held if payment is not finalised 7 working days prior to the function.
- For casual hire, a minimum 7 days' notice in writing of cancellation is required or all hire fees paid may be retained by SNH.
- For regular hire, original booking dates and times will be used to calculate invoices. No refund for cancellations will be entered into.
  - Invoices for regular hire will be issued in advance (at the beginning of the hire period) or at end of each school term (ie quarterly) by special arrangement.

### DECORATIONS

- No drawing pins, blu-tac or other materials that mark or puncture walls, ceiling or other surfaces are to be used.
- All equipment brought in by the hirer must be removed immediately after the function. SNH reserves the right to dispose of any equipment/material not removed by the end of hire.
- Under NO circumstances are naked flame decorations allowed.
- Under NO circumstances are smoke machines allowed.

## **HEALTH AND SAFETY**

### **GAMING**

- No game of chance, at which either directly or indirectly money is passed as a prize shall take place in any portion of the building.

### **LIQUOR**

- Please see below circumstances when you are required to apply for a Limited Licence:

Hirers proposing that liquor be **sold** either at a bar or **by way of inclusion in catering costs** associated with the use of the facility, require a **“Limited Licence”** from Liquor Licensing Victoria. Applicants for such a licence should allow for at least 4 weeks for this body to process their application. A copy of this licence must be **presented to Sussex Neighbourhood House 14 days prior to the function**. The liquor licence must be displayed where the alcohol is being sold for the duration of the event. If it is then approved, it is the responsibility of the hirer to ensure compliance with liquor licensing legislation.

### **SMOKING / ILLICIT SUBSTANCES**

- SNH premises are Non-Smoking environments. No Smoking is allowed in the Sussex Neighbourhood House or **within 5 metres** of any doorways or open windows.
- Smokers are to remove any litter associated with their smoking.
- No illegal drugs or substances are to be consumed at any time at SNH facilities.

### **EMERGENCY EXITS**

- All emergency exit doorways and passageways should be left clear at all times.
- There are emergency and evacuation floorplans prominently displayed within the building. Hirers are responsible for checking these requirements before they use the House and for implementing the procedures in the event of an emergency. There is a floorplan near both main entrances/exits

### **INSURANCE**

- Regular hire applicants must have Public Liability Insurance cover for a minimum \$5,000,000. A certificate of currency must be supplied prior to the booking confirmation.
- SNH’s public liability insurance does not cover those who are hiring from SNH.
- Moreland Council’s policy covers all other users.

### **HEALTH & SAFETY**

- SNH is committed to safeguarding the health and safety of staff and all community members.
- To ensure a safe environment hirers must comply with the following:
- Individuals are responsible for their own actions and safety and will act in a safe manner without risk to themselves or others.
- Hirers are responsible and accountable for the safety of people participating in their organised activity or function and will consider the safety of others before any other consideration. They will be held accountable for the health and safety of others under their control.
- Hirers must take reasonable steps to:
- Eliminate unsafe acts and conditions in the events they organise
- Ensure all injuries, accidents and near misses are documented and investigated thoroughly and prompt remedial action is taken

- Have their own documented safe systems of work in place and ensure that these are understood by everyone in their group
- Comply with the OH&S legislation as a minimum.
- Any issue relating to the condition of buildings, surrounding grounds, furniture and equipment which has the potential to cause accidents or injuries must be reported to the Manager, SNH via [manager@sussexnh.org.au](mailto:manager@sussexnh.org.au).
- Any broken or damaged furniture or equipment must have an “Out of Use” label affixed and must not be used.
- The hirer is responsible for ensuring that all activities are undertaken within the requirements of occupational health and safety legislation.
- First Aid equipment is located in the kitchen areas on both levels. The hirer must replace any items used and notify SNH.

#### **OPERATING PROCEDURE**

- Access to the SNH facilities is strictly limited to the hours specified in the Application Form.
- SNH is not liable for damage to or loss of any property of hirers or guests.
- Rights and ownership of property of other hirers and local residents are to be respected at all times.
- Any damage to facilities or equipment must be reported to the SNH Manager.
- If any damage is assessed as attributable to the hirer or the guests, the hirer may be required to meet the repair costs.
- Assessment of the repair costs relating to damage will be carried out by Moreland City Council’s Building Maintenance Department and taken as final and without any right to appeal. Such sum will be deducted from the hirer’s bond. If the cost of damage exceeds the bond the hirer shall pay the balance of the cost of repair or re-installment.

At SNH, the capacity of the various spaces is as follows:

<b>Rooms</b>	<b>Capacity (a guide only)</b>
Classrooms 1 & 2 combined	25
Classroom 3 & 4 combined	25
Art Rooms - combined	25
Meeting Room	10
Consultancy Room	6
Multi-purpose Room (Level 1)	60
Computer Room*	15
*use of equipment required separate hire agreement & fees	

- Children must be supervised by an adult at all times whilst in the SNH.
- The hirer is responsible for immediately attending to any spillage they or their group causes during the hire.

#### **FURNITURE & EQUIPMENT**

- All furniture and equipment remains the property of SNH and /or Moreland City Council and is not to be rented out, removed or relocated outside of the building.
- Hirers shall not take into the building any gas or electrical appliances.

**NOISE LEVEL / FINISHING TIME**

- The centre may be used between the hours of 9am and 10pm.
- Amplified music must cease by 10pm and is not permitted before 10am. Amplified music is any music that can be heard outside the confines of the building.
- The hirer and another nominated responsible person must be present throughout the function and be responsible for good behaviour.
- Any noise must be lowered or discontinued if requested by Police, Council representative or local residents.
- Hirers and guests must keep departure and traffic noise to a minimum, as a courtesy to the neighbours of the Neighbourhood House.
- Attendee departure and traffic noise must end within 15 minutes of leaving the centre.

**CLEANING**

- Premises are to be left in a clean and tidy condition, as found, and suitable for immediate use by another group.
- If a SNH centre used is found to be left in an unclean state, an extra cleaning cost will be charged to the hirer.
- Hirers must provide their own cleaning products and plastic garbage bags, for removal of all their refuse from the premises. Centre bins are not to be used for the dumping of rubbish.
- Benches, stoves, ovens, sinks are to be cleaned.
- Tables and chairs are to be cleaned and returned to area from which they were taken.
- Floors are to be vacuumed and mopped. These will be provided.
- Cleaning equipment such as broom and mop need to be returned to their storage areas.
- External surrounds are to be cleared of any party waste including cigarette butts.
- Cooking oils must be placed in sealed containers and removed from the premises.
- Under no circumstances should oils be poured down sinks, drains or sewerage outlets.
- All crates, shopping trolleys or related items must be removed from the building, courtyard, surrounds and carparks.
- All refrigerated items are to be removed on departure as stipulated above.

**SWIPE CARD & SECURITY**

- The hirer will be provided with a card, which must be collected from SNH at a time arranged by staff. The hirer must provide identification, and sign for the card at the time of collection.
- As the office is not staffed at all times, the SNH accepts no responsibility if the hirer does not collect card at the arranged time.
- The card must be returned to SNH on the next business day unless otherwise arranged with office staff.

**PARKING**

- There is a 40 car carpark and parking is available in Prospect Street. If parking in nearby streets please be aware that parking close to or directly opposite driveways in these narrow streets sometimes prevents residents entering or leaving their properties. Please park considerately.

**BREACH OF CONDITIONS OF USE**

- Failure to comply with these conditions of use will constitute a breach of the hire agreements and will result in a forfeit of the right to use this facility in the future.
- SNH has the right to retain all or part of the bond for replacement of losses or damage to repairs.

**Please Note** – Sussex Neighbourhood House reserves the right to review hire fees, to have discretionary powers over access and to set any special conditions it sees appropriate, provided these fit within the aims and objectives of the neighbourhood house.

**AGREEMENT**

I \_\_\_\_\_, of \_\_\_\_\_

*Hirer Name Club/Group Name*

Of \_\_\_\_\_

*Street Address*

\_\_\_\_\_

*Suburb Postcode*

Tel: \_\_\_\_\_ .email address: \_\_\_\_\_

I understand and agree to meet all conditions outlined above.

\_\_\_\_\_

*Signature Date*

\_\_\_\_\_

*Staff Name Printed Signature Date*

**CHECKLIST**

***Complete the list below and return at least 10 days (an extra 5 working days are required for processing cheques) prior to your booking date to ensure your booking can be processed smoothly.***

1. **All documentation read and understood**
2. ***Application for Hire* completed in its entirety**
3. **Copy of Public Liability Insurance attached**
4. ***Conditions of Use* signed.**