



# Community Room Hire Guide

Community room's including the Tennis Pavilion at the Seabrook Community Centre may be hired for a one off event, private functions, meetings or on a regular basis for groups and activities\*\*.

## Current charges for casual hire and functions:

<u>Room</u>	<u>Seating capacity</u>	<u>Daily Hire (max)</u>	<u>Bond</u>
Community Hall (combined room 1 & 2)	100 people theatre style 60 people meeting style	\$20/hr or \$ 193	\$ 300
*Community Room 1 <u>or</u> 2	50 people theatre style 30 people meeting style	\$15/hr or \$ 153	\$ 300
Consulting Room (including waiting area)	Consultations / Appointments 6 people meeting style	\$12/hr or \$ 129	\$ 300
Tennis Pavilion (separate to main building)	16 people theatre style 10 people meeting style	\$10/hr or \$ 113	\$ 200

**We include the usage of our trestle tables, chairs and kitchen facilities in our hire charge.**

**Please note:**  
**All hire is subject to policy guidelines, and the venue must be returned to the original state after use. No setting up or cleaning is included in the hire charge.**

\*Private functions must hire the full community hall, no split of Community rooms applicable.

\*\*Separate rates apply for corporate and non-profit groups, as well as a **per hour charge option** – to obtain these rates you will need to speak with the Centre Coordinator during office hours.

# **Seabrook Community Centre Hire Guidelines**

**Smoking:** The Seabrook Community Centre is a non-smoking venue and this complies with Council's policy. Smoking is not permitted inside the buildings at any time. It is the responsibility of user to ensure that cigarette butts are disposed of correctly. Extinguishing of butts on external floors / furnishings or butts left around the outside of the building will result in the forfeiture of bond monies.

**Furniture:** Please take care not to scrape, bump or chip furniture, walls, floors or doorways while moving equipment. All items of furniture must be returned to the appropriate storage cupboards correctly as per instructions, after use. A maintenance fee will be charged if storage instructions are not followed or items have not been put away.

**Cleaning:** The centre must be left in the same condition in which it was hired. A cleaning service is available as an optional extra if you prefer not to clean the Centre yourself, this must be arranged prior to your hire date. All areas and surfaces are to be left clean and tidy after use. Basic cleaning equipment is located in the Kitchen. Floors are to be swept after use and mopped if required, all kitchenware used must be cleaned and put away and tables and chairs must be wiped down and returned to storage. All spillages must be cleaned immediately to prevent accidents or damage to the floors. Excessive marking on floorboards could lead to the forfeiture of bond monies. A condition report will be completed by you on arrival and by the Centre after your hire.

**External Services:** You are welcome to use external services for your function at our Centre (ie. caterers, entertainment, jumping castles, cleaners), however you are responsible for all people accessing the Centre during your hire period and we strongly advise that you ensure they are aware of these guidelines. No external equipment is to remain in the Centre after your hire.

**Children Supervision:** Children are very welcome at the centre. We do ask that children are supervised at all times and are not permitted to roam outside the hired area or tamper with displays and equipment. It is also a safety requirement that young children be accompanied to toilets.

**Public Areas:** The foyer is a public area for all Centre users, walkways, toilets and doors must have clear access at all times. The Homestead Run park grounds and the tennis courts are all public areas and can not be closed for private use.

**Building access:** Access to the Centre must be during booked times only. Alarm codes are specifically allocated to areas within the building and access is only given to areas booked. Any tampering or the incorrect setting of the Centres security will result in the security company responding. The hirer will be charged any fees incurred passed on by the security company (currently \$200). Please ensure there is no one else remaining in the Centre, such as staff or cleaners, prior to activating the alarm.

**Alcohol:** Alcohol cannot be sold on the premises, however the Community Centre will allow for consumption at a private function. Responsible service of alcohol guidelines should be followed at all times. Hirers will need to contact the Liquor Licensing Commission on (03) 9655 6696 if they wish to sell alcohol on the premises or if they wish to charge users to access the premises then serve alcohol.

**Heating and cooling:** These may be used at any time. Heating and cooling must be checked that they are **off** before vacating the centre, fees will be charged against bond monies for leaving the heating/cooling system on after vacating the premises. Instructions are located on the wall near the controls.

**Safety and security:** **All windows and external doors must be locked** before vacating the premises. All lights must be turned off along with any electrical appliances and equipment before vacating the Centre. Stoves and cooking appliances must be double-checked that they are off before vacating the Centre, fees will be charged against bond monies if failing to adhere to these requirements.

**Music and noise:** All music and noise must cease by 10pm Sunday-Thursday and 11pm Friday-Saturday. We ask that you respect the rights of the local residents and leave the venue quietly.

**Kitchen:** We do not supply tea towels, table cloths, serviettes or disposable items. We have crockery, cutlery, basic cooking items and utensils for your utilisation and we suggest you inspect our kitchen prior to hire, to become familiar with our supplies. No food or goods are to be left in the fridge or kitchen after your hire.

**Rubbish:** Excess rubbish must be removed from the premises and disposed of by the hirer. The Centre allows **one garbage bag of rubbish full** to be left in the Kitchen for our disposal and we encourage all user's to recycle where possible.

**Decorations:** All posters/decorations ect must be removed at the end of the function as other groups may be using the Centre after your booking. Only adhesives that do not leave marks can be used, and only on the wooden parts of the walls. Due to our high ceilings, helium balloons may need extra long strings or be attached to the walls for easy removal.

**Room hire fee:** Payment for the room hire is required to secure your booking and must be paid at least 2 weeks prior to your hire date, you will receive an invoice in the mail for payment. Cheque payments must be made to: Hobsons Bay City Council. 2 weeks notice must be given for the cancellation of room hire. A \$50 administration fee will be charged if 2 weeks notice is not received.

**Bond and key:** The bond needs to be paid on collection of the key which is a 15 minute appointment to be booked with the Centre Coordinator during the week prior to your hire date. The bond can only be paid via cash or cheque made payable to: **Hobsons Bay City Council**. The bond will be returned providing the Centre is left in a good condition and all above guidelines have been followed. Part or full forfeiture of bond monies will occur if the above conditions are not met. The bond will be refunded when the key has been returned, (this must be during office hours).

**Damages:** The hirer will be liable for replacement or repair of any items or areas damaged by their guests. It is the responsibility of the hirer to inform the Centre Coordinator of any damages which occurred during the course of the function, further penalties may apply if undisclosed.

**For available dates, hire charges or further information relating to room hire please contact the Centre Coordinator during office hours on 9395-3010 or email: [admin@seabrookcc.com.au](mailto:admin@seabrookcc.com.au)**