



Seabrook
COMMUNITY CENTRE

Address: 15 Truganina Avenue, Seabrook 3028

Phone/Fax: 9395-3010 Email: admin@seabrookcc.com.au Website: www.seabrookcc.com.au

Community Room Hire Guide

Community rooms 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**.

2011- 2012 charges for casual hire and functions (Effective 1.7.11)

<u>Room</u>	<u>Seating capacity</u>	<u>Daily Hire</u>	<u>Bond</u>
Community Hall (combined room 1 & 2)	100 people theatre style 60 people meeting style	\$20.60/hr	\$ 300
*Community Room 1 <u>or</u> 2	50 people theatre style 30 people meeting style	\$15.50/hr	\$ 300
Consulting Room (including waiting area)	Consultations / Appointments 6 people meeting style	\$12.40/hr	\$ 300
Tennis Pavilion (separate to main building)	16 people theatre style 10 people meeting style	\$10.30/hr	\$ 200
PUBLIC LIABILITY INSURANCE CHARGE (compulsory): (unless proof of insurance supplied)		\$33.00	
<u>OTHER CHARGES</u>			
Cleaning charge- if venue not left clean and tidy after group or event		up to \$120.00	
Security call-out charge –if external door unlocked or centre not alarmed		\$220.00	
Furniture/equipment/storage charge-if not returned/stored correctly		\$50.00	
We include the usage of our trestle tables, chairs and kitchen facilities in our hire charge.			
<u>Please note:</u>			
All hire is subject to policy guidelines, and the venue must be returned to the original state after use to avoid additional charges.			
No setting up or cleaning is included in the hire charge.			
Minimum hire time for casual hire and functions is three hours.			
BOOKINGS FOR FUNCTIONS FOR 13 – 25 YEAR AGE GROUPS ARE NOT ACCEPTED			
*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 max of 8 hrs charged option.			

Seabrook Community Centre Hire Guidelines: Casual Users

ROOM HIRE	<p>BOOKINGS are tentative and held for one week to provide the opportunity to view the centre and lodge your booking form. Confirm by lodging your booking form within this week. You will receive an invoice in the mail and fees are charged according to times booked on the booking form.</p>
PUBLIC LIABILITY INSURANCE	<p>Payment is by cash or cheque only and is required at least 2 weeks prior to your hire date (if booking time permits) to secure your booking. Proof of payment is required on the day of key collection. Cheque payments must be made to: Hobsons Bay City Council. Public Liability insurance is compulsory and will be charged per day.</p>
PAYMENTS AND FEES	<p>Cancellation: 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.</p> <p>NOTE:</p> <p>1. BOOKINGS FOR FUNCTIONS FOR 13 – 25 YEAR AGE GROUPS ARE NOT ACCEPTED 2. A security call out fee (min \$220) applies if centre is left unlocked, not alarmed or alarm is activated through misuse of the centre.</p>
Bond and key collection	<p>The bond needs to be paid on collection of the key which is a 10 minute appointment to be booked with the Centre Coordinator during the week prior to your hire date. The bond can be made by providing credit card details as security <u>or</u> via payment of cash or cheque (made payable to: Hobsons Bay City Council). The bond will be returned providing the Centre is left in good condition and all guidelines have been followed. Part or full forfeiture of bond will occur if conditions are not met. If paying by cash/cheque, bond will take 2 weeks to be reimbursed.</p>
CONDITIONS OF HIRE	
Smoking	<p>The Seabrook Community Centre is a non-smoking venue. This complies with Council's policy AND is not permitted inside the buildings, at the front of the centre or in the rear yard at any time.</p>
Furniture	<p>Please take care 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. <u>Please read signs in the centre for details.</u></p>
Cleaning	<p>The centre must be left in the same condition in which it was hired. All areas and surfaces are to be left clean and tidy after use.</p> <p>Basic cleaning equipment is located in the kitchen and vacuum cupboard in corridor. Floors are to be swept and mopped after use, all kitchenware used must be cleaned and put away, 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 cleaning service will be charged if left unclean.</p>
External Services	<p>You are responsible for all people accessing the Centre during your hire period. You are welcome to use external services for your function at our Centre (ie. caterers, entertainment, jumping castles, cleaners), however and we strongly advise that you ensure they are aware of these guidelines. <u>No equipment is able to be used which requires pegging down on any outdoor surfaces and no external equipment is to remain in the Centre after your hire.</u></p>
Children Supervision	<p><u>We do ask that children are supervised at all times</u> Children are very welcome at the centre <u>but are not permitted to roam outside the hired area or tamper with displays and equipment in the centre. It is also a safety requirement that young children be accompanied to toilets. Please keep children off all garden beds area and do not allow damage to plantings.</u></p>
Public Areas	<p>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 cannot be closed for private use.</p>
Building	<p>Access to the Centre must be during booked times only. Alarm codes are specifically</p>

access	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 a security responding. <u>The hirer will be charged any fees incurred by the security company (currently \$220). Please ensure there is no one else remaining in the Centre, such as staff or cleaners, prior to locking up and activating the alarm.</u>
Alcohol	Alcohol cannot be sold on the premises, however the Community Centre can 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 if they wish to sell alcohol on the premises <u>or if they wish to charge to users to attend the event, then serve alcohol (this is deemed to be selling).</u>
Heating and cooling	These may be used at any time. Please ensure when using 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	<u>All windows and external doors must be locked and the centre alarmed</u> before vacating the premises. <u>All lights must be turned off along with any electrical appliances and equipment before vacating the Centre.</u> Stoves and cooking appliances must be double-checked that they are off before vacating the Centre.
Music and noise	Function finish times are 10pm Sunday-Thursday and 11pm Friday-Saturday. <u>We ask that you respect the rights of the local residents and guests leave the venue quietly.</u> Hirers have an additional hour to clean and vacate the premises.
Kitchen	<u>Tea towels, table cloths, serviettes or disposable items are to be supplied by the hirer.</u> The centre has crockery, cutlery, basic cooking items and utensils for use- please inspect kitchen prior to hire, to become familiar with equipment. The centre takes no responsibility for food or equipment left by hirers.
Rubbish	<u>Rubbish must be removed from the premises and disposed of by the hirer.</u> We encourage all user's to recycle at home where possible. <u>Please do not leave rubbish in or around the bins in the park.</u>
Decorations	Please use <u>only adhesives that do not leave marks or remove paint</u> ; use only on the <u>wooden parts</u> of the walls and NOT in the diving wall tracks. Due to our high ceilings, helium balloons may need extra long strings or be attached to the walls for easy removal. <u>DO NOT LEAVE HELIUM BALLOONS in the centre as they will trigger the alarm after hours and result in a security call-out fee.</u> <u>Posters/decorations must be removed at the end of the group or function.</u>
Damages	The hirer will be liable for replacement or repair of any items or areas damaged by their guests during hire including windows/doors and paintwork. <u>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.</u> Please inform the coordinator on key return if you found damages on arrival at the centre.
EMERGENCY And CONTACTS	Phone 000- in the event of fire or serious accident/injury to person/s or Police attendance is required. Phone 9236 0550: for Security, Buildings/Maintenance issues which <u>require urgent out of hours</u> attention. Note: a security call out fee (min \$220) applies if centre is left unlocked or not alarmed. Emergency procedures are in place at the centre; please follow emergency evacuation procedures posted in the centre and evacuate to identified assembly points in the event of an emergency.

For available dates, further hire charges or information relating to room hire please contact the Centre Coordinator during office hours on 9395-3010 Monday, Tuesday and Thursday or email: admin@seabrookcc.com.au