



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 cottage 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**.

Hire charges for Regular Hirers**:

| <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 | \$15.50/hr | \$ 300 |
| Cottage (separate to main building) | 16 people theatre style 10 people meeting style | \$10.30/hr | \$ 200 |

INSURANCE CHARGE

\$33.00

Compulsory additional public liability charge fro all hirers who do not provide their own insurance (unless insurance is held anda copy of proof of currency is provided with the application for hire)

OTHER CHARGES

| | |
|---|-----------------|
| Annual Storage – by application only | up to \$ 200.00 |
| 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.

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.

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.

Seabrook Community Centre Hire Guidelines: Regular Users

| | |
|-----------------------------------|---|
| ROOM HIRE | <p>Please request a quote for your group or regular hire booking.</p> <p>All hirers must be covered by public liability insurance either through proof of a minimum of \$10m PL insurance cover or written acceptance to pay the daily \$33 charge</p> <p>Group and regular hire bookings are tentative and held for one week to provide the opportunity to view the centre and lodge your booking form agreeing to these terms and conditions of hire. Advertising for groups at the centre is with the agreement of the coordinator and included in the centre brochure as part of regular hire and use of the centre.</p> <p>New groups may be eligible for a discount in the first month to assist establishing the group or class.</p> |
| PUBLIC LIABILITY INSURANCE | |
| PAYMENT | <p>Invoices are sent monthly or mid school term, and issued by Hobsons Bay City Council. Prompt payment is required as outstanding term payments may result in future bookings being suspended or cancelled.</p> <p>Fees are charged according to times booked on the booking form and any variation to these times is required in writing prior to the date/s concerned. Fees may still be charged as booking is held in advance. Access to the centre is permitted only during booked times.</p> |
| BOND | <p>A security bond is required for key issue and to cover any damage or loss over hire period.</p> <p>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 at the end of hire period providing all keys issued have been returned and all guidelines have been followed and when a 'request for bond return' form has been lodged.</p> <p>Part or full forfeiture of bond will occur if hire conditions are not met.</p> <p>If paying by cash/cheque, bond will take 2 weeks to be reimbursed.</p> |
| KEYS and SECURITY | <p>All out of hours groups and regular hirers will be issued with a key and security code (if relevant) on payment of bond and signing of key allocation form.</p> <p>The key is the responsibility of the hirer and should NOT BE PASSED ON to another member of the user group without notifying the coordinator. Lost or stolen keys MUST BE REPORTED IMMEDIATELY and fees will be charged for replacement.</p> <p>Security codes are private and personal and will be <u>cancelled at the end of each calendar year and re-issued on next period of booking.</u> The centre can track the use of the centre by the issued code if required.</p> <p>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> |
| CONDITIONS OF HIRE | |
| Smoking | <p>The Seabrook Community Centre is a non-smoking venue.</p> <p>This complies with Council's policy and is not permitted inside the buildings, at front area or in the rear yard at any time. It is the responsibility of user to ensure that cigarette butts outside of these areas are disposed of correctly.</p> |
| Removable Wall/ Furniture | <p>Please read the signs regarding opening and closing the dividing wall. There are ways of locking and unlocking the panels prior to moving. Please do not force panels as damage may occur and be charged against your bond.</p> <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>All furniture must be left as signed. All areas and surfaces are to be left clean and tidy.</p> <p>Basic cleaning equipment is located in the kitchen and vacuum cupboard in corridor. Floors are to be swept after use, all kitchenware used must be cleaned and put away, tables and chairs must be wiped down and returned to storage correctly. 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> |
| Storage/ External Services | <p>You are responsible for all people accessing the Centre during your hire period.</p> <p>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 unless by prior arrangement.</u> Groups are charged annually when provided with storage space .</p> |
| Supervision/ | <p>The group or individual hiring the facility is liable to ensure the safety of all</p> |

| | |
|--|--|
| Children | guests/customers/participants attending the venue on their behalf. 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 in the centre. 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 foyer must be restored to original state on leaving the centre. The Homestead Run park grounds and the tennis courts are all public areas and cannot be closed for private use. |
| Building access | Access to the Centre must be during booked times only. Function finish times Fri- Sat MUST be by 11.00pm Sun-Thurs by 10.00pm 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 Centre security will result in security responding. <u>The hirer will be charged any fees incurred by the security company (currently \$220).</u> Please ensure there is no one else remaining in the Centre, such as staff or cleaners, prior to locking up and activating the alarm. |
| 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> |
| Lighting Heating and cooling | May be used at any time as required; please ensure when leaving that they are off before vacating the centre; fees will be charged against bond monies for leaving the lighting, heating/cooling system on after vacating the premises. Instructions are located on the wall near the controls. |
| Locking and securing the centre | 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. |
| Music and noise | We ask that you respect the rights of the local residents and groups by leaving the venue quietly. |
| Kitchen | All centre equipment must remain at the centre. 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 | Rubbish must be removed from the premises and disposed of by the hirer. We encourage all user's to recycle at home where possible. <u>Please do not leave rubbish in or around the rubbish bins in the park.</u> |
| Poster/ Decorations | Please use only adhesives that do not leave marks or remove paint; use only on the wooden parts of the walls and do not use sticky tape. 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> Posters/decorations must be removed at the end of the function including from the yard. |
| Damages | The hirer will be liable for replacement or repair of any items or areas damaged by their guests during hire. <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 damage on arrival at the centre. |
| EMERGENCY CONTACTS | Phone 000- in the event of fire or serious accident/injury to person/s or if Police attendance is required. Phone 9236 0550: for security, or Buildings/Maintenance issues which require <u>urgent, out of hours</u> attention A security call out fee (min \$220) applies if centre is left unlocked, not alarmed or alarm is activated through misuse of the centre. Emergency procedures are in place at the centre; please follow emergency evacuation procedures posted throughout 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