

# Chewton Community Centre

## Venue Hire Agreement - Terms and Conditions



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# Overview of Terms and Conditions

The following Terms and Conditions apply to any parties or individuals named in the attached booking form or hire agreement.

Council reserve the right to amend these conditions as required at any time they deem necessary for the safety of all users.

The return of the signed venue hire application form is taken as acceptance of the terms and conditions of hire for the venue on the nominated date/s.

## Location

The Chewton Community Centre is located at 201 Main Road/Pyrenees Highway, Chewton.

## Capacity and Facilities

- The Chewton Community Centre hold a maximum of 90 people seated at tables.
- There are approx. 90 chairs
- 11 rectangle trestle tables
- Pull down wall projector screen
- Sink, fridge, large gas stove, microwave, pie warmer and urns
- 100 knives, forks, soup spoons, tea spoons
- 100 cups, saucers, side plates, various glasses and water jugs.
- Reverse cycle air conditioner and floor heaters
- Internal male, female and universal toilet
- Stage area with upright piano. (steps involved for access)

It is the responsibility of the hirer to set up the venue with tables and/or chairs as required and replace all furniture items to their original storage at the completion of the function. All furniture and floors should be checked for stains and be wiped over before storage. All chairs to be stacked with tables left standing.

## Contacts

All enquiries regarding the Chewton Community Centre should be directed to:

### **Mount Alexander Shire Council**

Civic Centre

Cnr Lyttleton and Lloyd Street, Castlemaine, Vic 3450

Business hours: Monday to Friday 8.30am to 5.00pm.

Tel: 03 5471 1700 Fax: 03 5471 1749

### **Venues Coordinator:**

Can be contacted on 5471 1700 during business hours

Or emailed on [info@mountalexander.vic.gov.au](mailto:info@mountalexander.vic.gov.au)

### **Emergency Contact:**

Venues Coordinator – 0432 460 314

# Booking Guidelines and Fees

## How to book

1. Contact the Venues Coordinator to check the availability of the Chewton Community Centre for the dates / times required.
2. Discuss the nature of the proposed use with the Venues Coordinator and gain approval for the use
3. A venue hire application form can be downloaded from the Council website [www.mountalexander.vic.gov.au](http://www.mountalexander.vic.gov.au), collected from the Civic Centre Customer Service Desk or emailed to you.
4. Once the completed venue hire application form is returned via email, post or in person a letter confirming your booking will be sent to you. Your completed venue hire application form forms part of the venue hire agreement.
5. Any person or group wishing to advertise a function using sandwich boards, posters etc. are required by Local Law No. 2 (Roads and Council Land) to apply for a permit.
6. The Chewton Community Centre facilities are not available for hire for the purposes of retail selling (itinerant trading) without a Local Law No. 2 permit.

## Hire Fees

- Current hire fees can be viewed on Council's website at [www.mountalexander.vic.gov.au](http://www.mountalexander.vic.gov.au), follow the link from Arts, Sports and Leisure – Events and venues – Venue bookings
- Bonds may be required depending on the type of booking requested i.e.: If alcohol is consumed within the venue, bonds may be enforced.
- Hire fees are outlined on the Venue Hire Application Form are an estimate only and are subject to change, depending upon the Hirer's final use of the facilities.
- Any extra fees incurred which have resulted in the hirer using additional equipment or days of hire which were not requested initially will be invoiced to the Hirer upon completion of the booking.
- Hire fees are to be paid in full at least 7 days prior to the commencement of your hire period. Venue and key bonds when required can be paid by cheque, cash or Credit Card details held in Council safe when signing out keys and if required receiving an induction on the venue operation and emergency procedures by the Venues Coordinator.

### **Included in the hire fees are access to:**

- General lighting, power and water
- Heating and cooling
- Use of kitchen and white goods
- Cups, saucers, side plates, cutlery etc.
- Upright piano

### **Additional hire fees will be incurred for the following:**

- Additional hours
- Hire of additional external equipment at hirers own cost
- Use of consumable items in some equipment
- Additional cleaning if the Venues Coordinator considers that such is necessary.
- Venues Coordinators attendance
- Replacement costs for any damaged equipment

### **Cancellation of Bookings**

- Any booking may be cancelled at the Venues Coordinator's discretion if the hire fees have not been received 7 days prior to the commencement of the hire period.
- In the event of cancellation of a booking by the Hirer less than 7 days prior to the commencement of the hire period, 10% of the hire fees will be retained by Council.
- Bookings may be cancelled or transferred to another venue at the Venues Coordinators discretion should unforeseen repairs, alterations or additions be required for safety reasons or any other reason.
- The Council shall not be held liable for any interference or disruption to a booking that is caused by civil disturbance, industrial action, severe weather conditions, or any circumstances that are beyond the control of Council.

## **Liability of Hirer**

### **Insurance**

- All Hirers must have Public Liability Insurance coverage for a minimum value of \$10,000,000, current at the time of hire of the Chewton Community Centre. A copy

of the Certificate of Currency - with Mount Alexander Shire Council listed as an 'interested party' on it - must be supplied to Council at least 7 days prior to the commencement of the hire period.

- If necessary, not for profit community benefit groups may be able to source Public Liability Insurance coverage through Council's public liability 'Hirers of Council owned or controlled facilities' Insurance Policy upon payment. There is no need for not for profit community benefit groups to provide additional Public Liability Insurance unless they are part of a large scale festival or event, whereby the event organiser must also provide evidence of Public Liability Insurance coverage.
- Hirers are responsible for Worker's Compensation or similar insurance for all their workers / contractors who are engaged at the Chewton Community Centre irrespective of whether they are paid or unpaid.

### **Damage to Persons / Building / Equipment**

- Mount Alexander Shire Council shall not accept any responsibility for loss of or damage to any property, brought into the Chewton Community Centre premises by the Hirer or its workers / contractors.
- The Hirer shall at all times indemnify Council from and against any loss of or damage to the Chewton Community Centre, any property owned or possessed by Council and situated in the Chewton Community and Senior Citizens Centre and any person on the Chewton Community and Senior Citizens Centre premises, from whatsoever cause
- The making good of damage to the Chewton Community Centre caused by any negligence whatsoever will be the responsibility of the Hirer. A charge may be payable for this and bond monies may also be retained.
- Under no circumstances may Hirers fix items to walls, ceilings, floors or any painted surfaces. The use of tape, blue tack, glue, screws, nails or staples is forbidden without the prior permission of the Venues Coordinator.

# Rules of Conduct

## No Smoking

- Smoking is prohibited in all areas of the Chewton Community Centre.

## Fire Regulation

- No open flames or sources of ignition are permitted including pyrotechnics, candles and/or firearms.
- Hirer made isles, passageways and all exit doors are to be kept free from obstruction at all times.
- Fire extinguishers are not to be relocated or obscured. Clear access to all fire extinguisher locations must be maintained at all times.
- The hanging of any items from firefighting related equipment is strictly prohibited.
- Smoke detectors are installed so any use of fog / smoke machines or smoke effects require prior permission from the Venues Coordinator. Failure to do so will cause the fire alarms to be triggered. The Hirer will be charged for the costs of any staff and Fire Brigade call outs.
- If the use of fog / smoke machines is approved, the Hirer must appoint a nominated Fire Warden (spotter) to be on duty for the entire fire alarm isolation period. There are to be no other responsibilities assigned to this person during this time. The Fire Warden must be competent in the use of fire extinguishers and preferably have undertaken basic training by the Country Fire Authority.
- In the event of a fire or other emergency, follow the Evacuation Procedure below and notify the Venues Coordinator on 0432 460 314 of the emergency as soon as possible.

## Emergency Evacuation Plan

Responsibility of Hirer's appointed Emergency Officer

### Emergency Evacuation Plan

1. Emergency Officer to sound an alarm to indicate that there is an emergency. ie: a loud vocal announcement over where the emergency exits are and direction to the nominated evacuation assembly area.
2. Emergency Officer to coordinate evacuation of building and establish if any persons need special assistance or are in immediate danger.
3. Call emergency services on 000.
4. Once all persons have been evacuated from building close doors to prevent spread of any smoke and fire if safe to do so.
5. Control any fire with portable fire extinguishers, if safe to do so.

# Use of Chewton Community Centre

## **Access / Keys / Lights**

- All Hirers may request to receive a basic induction prior to the commencement of the hire period. The induction will cover key allocations, opening and locking of doors, location of light switches, and operation of heating and emergency procedures.
- Keys will be signed over to the Hirer prior to the commencement of the hire period. All keys are on a master system and cannot be copied. Any lost keys will be charged at the cost of the hirer. Keys will be signed out at Customer Service.
- Keys will be signed out at Customer Service and are to be returned upon completion of the hire period to Customer Service during office hours.
- It is essential that all doors are locked upon leaving.
- All lights must be switched off when leaving.
- Heating/Cooling must also be turned off upon leaving.

## **Occupational, Health & Safety**

- All exit signs are to be illuminated during the function. Please immediately report any blown lamps for exit signs to the Venues Coordinator.
- All power leads used must be tested and tagged and also covered in walkways (mats or lead covers) to reduce trip hazards.
- Any Council owned equipment or leads that are found to be in disrepair, along with broken plugs or fitting's, should be reported to the Venues Coordinator.
- People or objects must not be stationed in front of exit doors.
- All hirers must have a nominated Emergency Officer.
- All fire exits are to be kept clear of obstruction.