



SOUTH KINGSVILLE COMMUNITY CENTRE
ABN 98 885 027 531
43 Paxton Street, South Kingsville, 3015
☎9399 3000 📠9399 2282

CASUAL ROOM HIRE

CONDITIONS OF USE

South Kingsville Community Centre (SKCC) is a not-for-profit organisation that offers social, educational and recreational courses/programs to community members. SKCC also provides Adult, Community and Further Education (ACFE) funded courses to the community.

The premises of the South Kingsville Community Centre are a Hobsons Bay City Council building with rooms that are available for hire to the community. The SKCC Casual Room Hire Policy forms the basis of the Conditions of Use.

ROOM HIRE CHARGES

Room hire charges will consist of a non-refundable cash booking fee plus an hourly rate for the room hire. Room Hire rates will commence from time of setting up until and including cleaning up time. Please refer to Fee Schedule for current Room Hire Charges. Variations to rates can be negotiated with the Centre Manager. The goal of South Kingsville Community Centre is to encourage and develop a range of diverse activities and opportunities to the local community. Variations to rates need to reflect these principles. If any variations are agreed upon it will be attached in writing to the Conditions of Use and signed by both parties.

BOND

All casual hirers are required to pay a bond for the hire of SKCC rooms. Bond money will be returned when the SKCC management is satisfied that the hirer has met the requirements stated in the Conditions of Use.

Bonds must be paid in cash. Cheques, EFTPOS and credit cards will not be accepted.

In the case of any portion of the bond being retained for breach of the Conditions of Use it will incur GST of 10%.

APPLICATIONS FOR ROOM HIRE

All requests for hall hire must be made in writing using the Hall Hire Application form.

The Hirer, having signed the form, undertakes to comply with the Conditions of Use.

All enquiries and 'day to day' matters concerning South Kingsville Community Centre are to be done at the SKCC Office during business hours.

A booking will not be confirmed unless a completed application form and the booking fee are received.

Bookings will not be held unless full payment is received 10 working days prior to the function. If payment is not received, staff will assume that the booking has been cancelled.

A minimum of 5 days notice of cancellation is required in writing or all hire fees will be retained.

BUILDING ACCESS

The SKCC staff will issue a key and alarm code to the hirer and/or nominated other responsible person at time of bond payment. The SKCC staff will walk the hirer through the building access and alarm procedure when the key is picked up. The SKCC staff will advise the hirer of the location of the light switches and heating/cooling controls.

NOISE LEVEL/FINISHING TIME

South Kingsville Community Centre is situated in a residential area and therefore SKCC request that all hirers respect our neighbours. It is the responsibility of the hirer to ensure that the noise emanating from the function does not cause a public annoyance and that all noise pollution regulations are complied with.

| | |
|---|--|
| All amplified noise (music/microphones) must be ceased by: <ul style="list-style-type: none">• Sunday to Thursday 9.30pm• Friday to Saturday 11.00pm | The premises must be vacated by: <ul style="list-style-type: none">• Sunday to Thursday 10.00pm• Friday to Saturday 11.30pm |
| These times are not negotiable | |

The applicant and nominated other responsible person will remain on site throughout the function and be responsible for function behaviour.

CLEANING & RUBBISH

Cleaning checklist to be completed before and after the function by the hirer and a SKCC representative.

The hiring party is responsible for leaving the building in a clean and tidy condition. **All rubbish** to be removed by hirer including glass and function rubbish or bond will not be returned. The hirer is to provide their own plastic garbage bags and cleaning products.

All surfaces, including tables, chairs, stove and sinks to be wiped clean. All floors to be swept mopped and vacuumed if dirty. All brooms and cleaning equipment/materials to be returned to kitchen or respective storage area.

All chairs are to be stacked in the storage area or respective rooms after wiping.

No drawing pins or other materials which will puncture walls, floor or other surfaces are to be used. (Blu-Tac is recommended) All decorations are to be removed; including all balloons, sticky tape and pieces of string (Blu-Tac is recommended). No decorations are to be placed on ceiling fans or light fixtures.

Confetti and chewing gum is not permitted in the SKCC building

If cleaning instructions are not adhered to the bond money will not be returned.

ALCOHOL & DRUGS

The serving of alcohol at a function is the responsibility of the hirer. South Kingsville Community Centre does not condone the serving of alcohol to minors and insists liquor laws are adhered to.

Any group planning to sell alcohol must apply to the Liquor Licensing Commission for the appropriate license on 1300 650 367.

No drugs or illegal substances are to be consumed or brought into the premises. Anyone found to be using or conducting illicit activities will be removed from the facility and reported to the police.

SMOKING

South Kingsville Community Centre is a **non smoking** environment. Should the hirer permit its guests to smoke outside the building it is the responsibility of the hirer to provide adequate disposal units for cigarette butts.

KITCHEN & FOOD SAFETY

Shared kitchen access is included in hire. SKCC provides a registered Class 2 Kitchen.

South Kingsville Community Centre is not responsible for the food handling practices of the hirer. It is the responsibility of the hirers to comply with all safe food handling regulations and acts. Should the hirer engage the services of a catering company, the catering company is responsible for complying with all safe food handling regulations and acts.

Any group planning to sell food to either their members or the general public must apply to the HBCC Environmental Health Services Unit on 9932 4045 for the appropriate permit(s).

ENTERTAINMENT

The hirer is welcome to provide external entertainment suitable within the confines of the hall and conditions of use. SKCC management must be advised if the hirer intends to use external entertainment and a copy of their public liability insurance must be supplied with the Application for Hire form. Due to the excess wear and tear on the floor animal farms are not permitted in the hall.

GENERAL

Centre Management is not liable for damage to or loss of equipment or food belonging to hirers.

All hirers are to respect the rights of others including equipment and belongings.

Hirers are required to set-up and stack away furniture as required.

All breakage and damage must be reported promptly to SKCC staff on 9399 3000/0434 247 355 so that repairs and/or replacements can be organised. Compensation for damage will be required and Bond may be forfeited.

The hirer is responsible for removing any spillage throughout the hire.

Children are welcome but must be fully supervised by an adult at all times whilst in the facility. This includes the hallways and toilets.

Groups wishing to gamble on the premises must apply to the Victorian Casino & Gaming Authority 96513333 for the appropriate permit.

All emergency exit doorways and passageways should be left clear at all times.

If fire alarms are set off during function hire, the hirer may be responsible for the call out fee of the Melbourne Metropolitan Fire Brigade.

Any hired equipment (ie tables, chairs, juke boxes, etc) to be removed immediately after the hire has concluded. No equipment to be left for collection the next day.

A copy of any permits required to be provided to Centre Manager prior to function.

Note: Management reserves the right to review fees for room hire, to have discretionary powers over access and to set any special conditions it sees appropriate provided they fit within the aims and objectives of South Kingsville Community Centre's Statement of Purpose.

Application for Hall Hire

If you would like to hire any of the South Kingsville Community Centre Rooms please ensure you complete a Casual Hall Hire Application and return it to SKCC with your deposit. Please do not hesitate to contact the SKCC Office Staff (9399 3000) if you have any further questions.

Hall Hire Check List

(To be completed prior to and after hire)

| Item | BEFORE FUNCTION | | AFTER FUNCTION | |
|---|-----------------|-------|----------------|-------|
| | SKCC Rep | Hirer | SKCC Rep | Hirer |
| Key collected | | | | |
| Code received & alarm procedure demonstrated | | | | |
| Location of light switches advised | | | | |
| Heating/Cooling appliances demonstrated | | | | |
| Location of cleaning advised | | | | |
| Condition of Room | | | | |
| • Floors | | | | |
| • Walls | | | | |
| • Kitchen | | | | |
| • Toilets (SKCC cleaner will clean toilets after hire) | | | | |
| • Art Gallery | | | | |
| • Foyer | | | | |
| • Rubbish Removal | | | | |
| • Cigarette Butts in outdoor area | | | | |
| Key Returned | | | | |

Other comments

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