



Williamstown  
Community  
and Education  
Centre Inc

# ***Venue Hire Policy 2021***



# 2021 Venue Hire Policy

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## VENUES: Joan Kirner House and Spotswood Community House

Joan Kirner House ~14 Thompson Street, Williamstown 3016 and  
Spotswood Community House ~ 598 Melbourne Road, Spotswood 3015

## Conditions of Hire

### Hire Purpose

Due to the nature of our organisation, our venues are not suitable for teenage and adult birthday parties therefore bookings for such events will not be accepted. Suitable function types include meetings, conferences, children's birthday parties, art and craft groups, health and wellbeing classes, education classes, support and social groups, playgroups and counseling/consultation appointments.

Disability access and facilities are available.

### Keys / Access

For Joan Kirner House bookings, keys must be picked up and returned to Joan Kirner House during office hours (9am - 4pm Monday to Friday). For each booking the Key Register will be updated to record the key allocation and a security code will be issued.

If the key is misplaced and cannot be returned, a \$100 key replacement fee is payable.

For Spotswood Community House bookings, an access code will be provided upon confirmation of booking.

Never leave the venue unsupervised. There must be no changes to booking times without prior approval.

### Alcohol

Alcohol is allowed for private use only. A "Liquor License" is required if alcohol is to be sold.

### Food and Drink

Food and drinks are not to be consumed in any of the carpeted areas within the buildings. Should food or drinks be spilt in these areas the carpet will be professionally cleaned and the cost passed on to the hirer. The bond may not cover this cost.

### Bond

A bond, payable by **cash only**, is applicable to one-off bookings and is required in addition to the hire fee to be paid at time of key pick up. The bond will be refunded upon return of the key provided no deductions are required to cover damages, extra cleaning, extraordinary costs or breach of policy.

**Your legal responsibility is not restricted to the Bond amount.**

### Cancellation of Booking

Cancellations made at least 7 working days prior to the booking will have the hire fee refunded, minus the non-refundable deposit. If less than 7 working days notice is given for a cancellation, the full hire fee will be retained. No refund will be given.

## Smoking

Smoking is not permitted on the premises and within four metres of the building entrances. The hirer will be responsible for ensuring that smokers clean up after themselves and dispose of cigarette waste in the proper place. Failure to do so may result in loss of bond.

No drugs are allowed.

## Children

The Childcare room is only available for hire to Centre users.

At Joan Kirner House the sandpit, toys and equipment in the Childcare room are not to be used. Playground equipment is available for use when supervised by an adult.

Children must be supervised at all times.

Accidents which occur as a result of an individual's actions will not be covered by Williamstown Community and Education Centre (WCEC) Public Liability Insurance.

## Playgroups

Playgroups must provide their own toys, activities and materials. WCEC will not be responsible for any loss due to theft, fire or deliberate damage.

The rooms must be left clean and tidy. Floors must be swept or vacuumed and mopped if necessary. Failure to do so may result in cancellation of booking.

Playgroups must take out their own Public Liability Insurance at no less than \$10 million.

## Cleaning

The areas you hire must be returned to the way you found them. Remove food scraps, rubbish and replace the furniture. Floors must be vacuumed, and mopped if necessary.

***All rubbish including glass and bottles are to be removed at the completion of the function. No rubbish is to be left at the venue or in any of the venue bins. Failure to do so will result in automatic loss of bond.***

## Conduct

It is important that all groups and individuals be aware that we all have responsibilities to each other and should behave harmoniously together. Please consider neighbours and keep noise to a minimum.

## Parking

At Joan Kirner House, parking is available at the rear of the building via Council Lane and on the street. Parking restrictions apply. Please drive very slowly in Council Lane.

At Spotswood Community House, street parking is available. The school car park is not to be used. Parking restrictions apply.

## Damages

Please report damages, faulty equipment or any other problems to WCEC staff as soon as possible. Any deliberate damage or damage caused by carelessness of user will result in loss of bond and further action may be taken where required to compensate for loss.

## Decorations

Decorations can be used as long as they don't damage the walls etc. and are not left behind. Use "blu-tak" and never sticky tape, remove signs and balloons before you leave or you may lose your bond. The use of confetti, sparkles, fairy dust and smoke machines are banned throughout the buildings.

## Evacuation Plans

Evacuation Plans for Joan Kirner House and Spotswood Community House have been provided. In the event of an emergency follow the evacuation instructions as detailed in the diagrams.

## Public Liability Insurance

All groups and individuals that hire any room or outdoor area at Joan Kirner House or Spotswood Community House must take out their own Public Liability Insurance at no less than \$10 million.

Playgroups must take out their own Public Liability Insurance at no less than \$10 million.

A copy of the Public Liability Certificate of Currency must be received before the venue hire can take place.

In certain circumstances, such as one off very low risk events, at the discretion of management, a Public Liability Waiver may be accepted and a signed copy must be submitted prior to the booking.

In these circumstances, groups and individuals that hire the venue will only be covered by WCEC if it found that WCEC was negligent in its responsibility to maintain the safe physical environment.

Accidents which occur as a result of an individual's actions will not be covered by WCEC's Public Liability Insurance.

Therefore, to ensure full cover, it is recommended that the hirer take out their own Public Liability Insurance.

### **NOTE:**

*Centre Management reserves the right to review fees for Venue Hire, to have discretionary powers over access and to set any special conditions it sees appropriate.*

*WCEC shall not be liable for damage to and or loss of equipment belonging to users whilst in storage at the venue.*

## Joan Kirner House

14 Thompson Street, Williamstown 3016

### 2021 Room Hire Charges

#### Regular and One Off Bookings

All rates are GST inclusive

	<b>Max. Room Capacity as at 14 Jan 2021</b>	<b>Regular Bookings (Community Rates)</b>	<b>One Off Bookings (Community Rates)</b>
<b>Room 1</b> Multi-Purpose Room	34	\$30.00 per hour	\$40.00 per hour
<b>Room 2</b> Computer Room	16	Priced on request	Priced on request
<b>Room 3</b> Classroom	16	\$20.00 per hour	\$30.00 per hour
<b>Room 4</b> Classroom	16	\$20.00 per hour	\$30.00 per hour
<b>Room 6</b> Office/Private Room	4	\$10.00 per hour	\$15.00 per hour
<b>Foyer</b> Informal Open Area (for small groups)	40	\$5.00 per hour	\$10.00 per hour
<b>Whole Centre</b>	Unavailable due to COVID restrictions	\$80.00 per hour	\$100.00 per hour

#### NOTE:

All room hire includes the shared use of the community kitchen.

If you wish to have exclusive use of the kitchen, you will need to hire the whole centre.



### Joan Kirner House

Please refer to the **Venue Hire** section of our website for photos inside Joan Kirner House.

<http://www.williamstown-spotswoodcc.org.au/>



## Spotswood Community House

598 Melbourne Road, Spotswood 3015

### 2021 Room Hire Charges

#### Regular and One Off Bookings

All rates are GST inclusive

Regular Bookings (Community Rates)	One Off Bookings (Community Rates)
\$20.00 per hour	\$30.00 per hour

Spotswood Community House can accommodate 16 people depending on indoor/outdoor usage.

Recently refurbished, including upgraded kitchen and teaching facilities, wheelchair accessibility, child safe with fully enclosed outdoor back area and a welcoming front garden with outdoor seating.



Please refer to the **Venue Hire** section of our website for photos inside Spotswood Community House.

<http://www.williamstown-spotswoodcc.org.au/>



## Schedule of Additional Charges

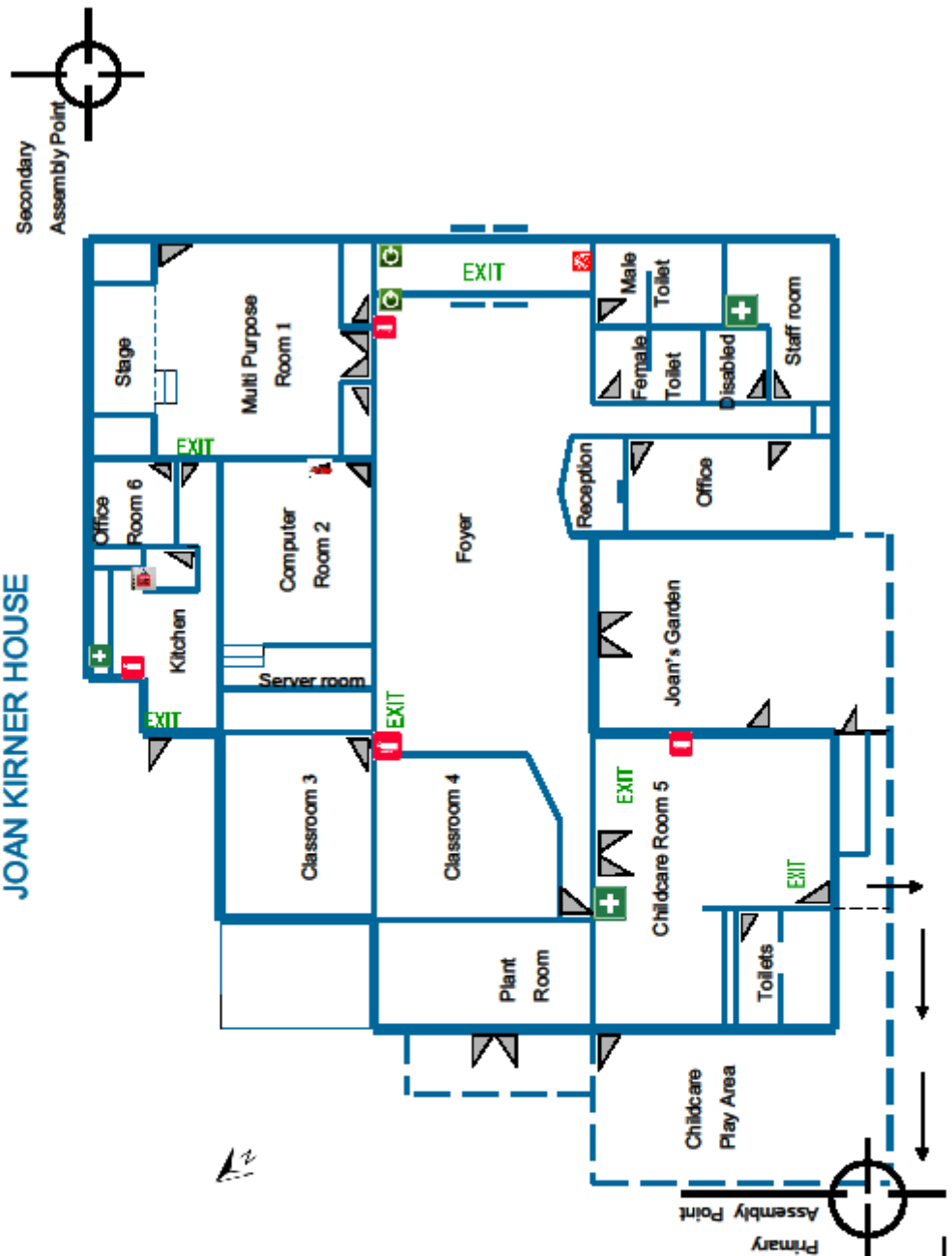
Listed below are the amounts which may be charged or deducted from the bond to cover additional costs associated with these occurrences.

<u>Rate:</u>	<u>Item:</u>
\$50 per hour	Additional Cleaning
\$50	Lights left on
\$50	Heaters/Air conditioning left on
\$50	Rubbish not removed
\$50	Failure to remove Cigarette butts from outside area
\$50	Decorations or there part of left on walls
\$100	Failure to set alarm correctly
\$100	Use of Confetti, Sparkles or Fairy Dust
\$100 per hour	Function continuing after hire period
\$100	Failure to secure the venue properly
\$100	Police being called to disturbances
\$100 per extinguisher	Unnecessary discharge of fire extinguishers
\$100	Lost Keys
\$100	Improper use of venue
\$100	Smoking inside the building
As per quotation	Broken window / glass
As per quotation	Staining of Carpets or damage to flooring
As per quotation	Damage to the venue and/or furnishing

## Evacuation Diagram – Joan Kirner House

# emergency procedures

### JOAN KIRNER HOUSE



**In an emergency, dial 000**

for Police, Fire or Ambulance

**Evacuation assembly points**

Primary: St Andrews Church grounds.

Secondary: Footpath in Thompson St.  
away from Centre.

#### Legend

← Assembly area pathway

Press to exit

Exit signs

Dry chemical fire extinguisher

H2O fire extinguisher

CO2 fire extinguisher

Wet chemical extinguisher

Fire hose/hydrant

Fire blanket

First Aid

#### In the event of an emergency

1. Move persons from immediate danger only if it is safe to do so.
2. Follow instructions issued by emergency wardens or staff member in charge.
3. Evacuate the building to a safe area as directed by the emergency warden.
4. Remain in the evacuation assembly point until further notice.

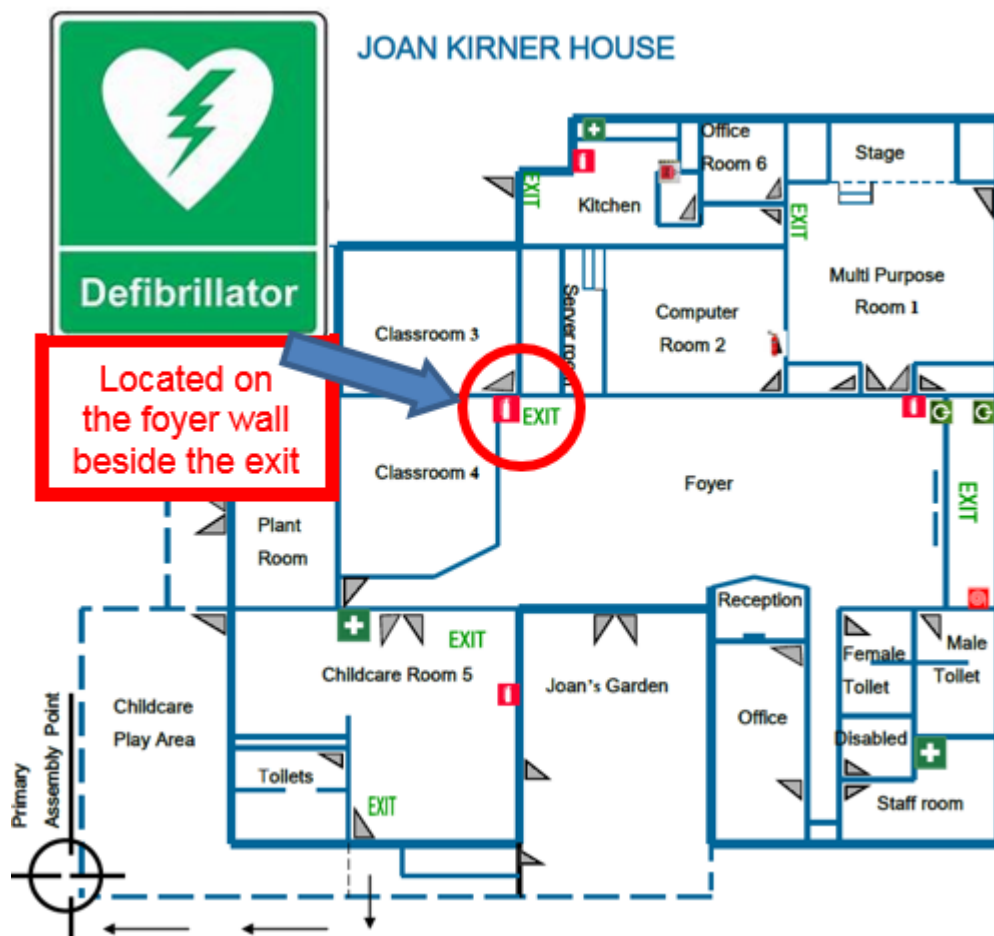
## Emergency Defibrillator – Williamstown Community and Education Centre

In case of an emergency, please dial 000

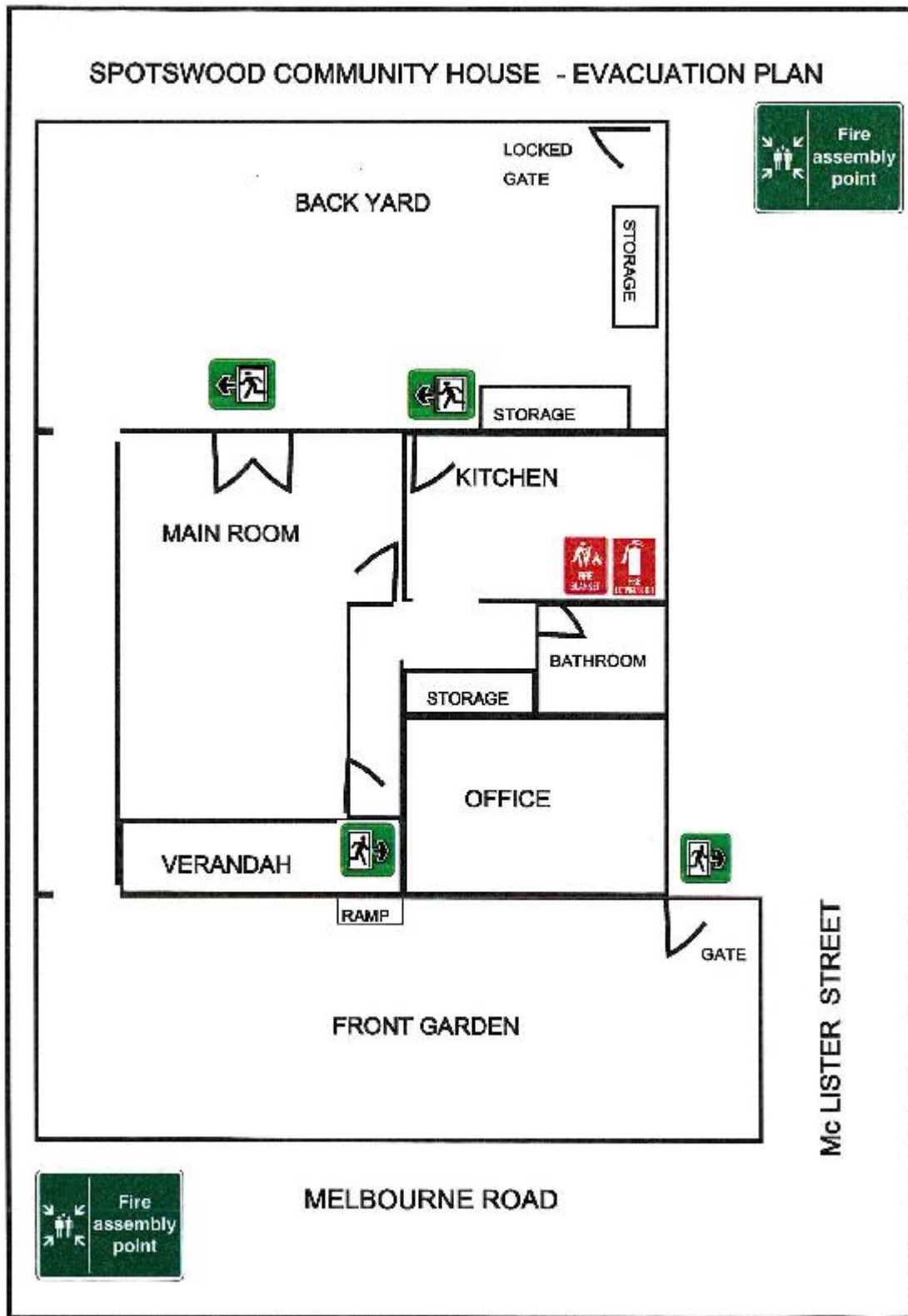
A defibrillator is located on the foyer wall beside the exit, heading toward the back door.

This is available during Centre hours.

See the diagram below for locating the defibrillator.



## Evacuation Diagram – Spotswood Community House



## Emergency Defibrillator – Spotswood Primary School

In case of an emergency, please dial 000

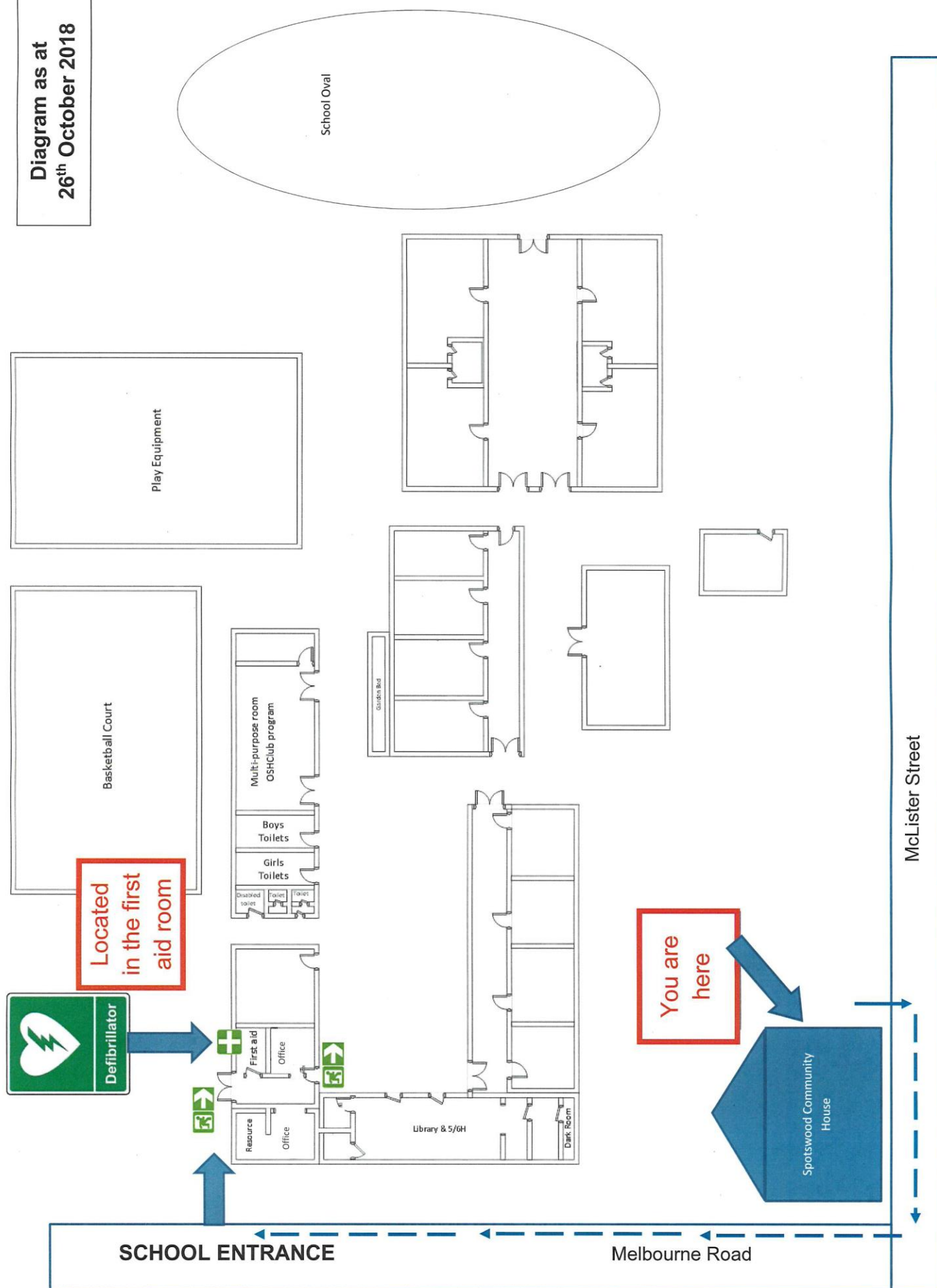
A defibrillator is available at Spotswood Primary School, during school hours.

The defibrillator is in Spotswood Primary School's First Aid Room.

See the diagram of Spotswood Primary School for instructions on locating the First Aid Room.



Diagram as at  
26<sup>th</sup> October 2018





## Making a Booking

- Bookings for both Joan Kirner House and Spotswood Community House are made at Williamstown Community and Education Centre (WCEC) on 9397 6168.
- An Application Form must be completed and signed. It acknowledges acceptance of the Conditions of Hire.
- A booking can only be confirmed upon payment of a non-refundable \$50 deposit, at which time a receipt will be issued.
- A bond, payable by **cash only**, is applicable to one-off bookings and is required in addition to the hire fee to be paid at time of key pick up. Bond will be refunded upon return of the key provided no deductions are required to cover damages, extra cleaning, extraordinary costs or breach of policy.
- The hire fee must be paid in full prior to the event.

## Payments Methods

**Venue hire payments for both Joan Kirner House and Spotswood Community House are made at Williamstown Community and Education Centre on 9397 6168.**

Payments can be made either via direct deposit, over the phone or in person.

### **Bank Account Details:**

Account Name: Williamstown Community and Education Centre

BSB: 063-179

Account No.: 10045369

Please use as a Reference: Hire [Insert your Surname]



## Venue Hire Application Form (including COVID Safe Plan)

### Venue Hire Location

☐

Joan Kirner House

☐

Spotswood Community House

### Booking Detail

Name of Group / Individual: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Room: \_\_\_\_\_

Date of Booking: \_\_\_\_\_ Time: \_\_\_\_\_

### Applicant Detail

Name : \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email : \_\_\_\_\_

Driver's Licence No.: \_\_\_\_\_ Photocopy taken: ☐

Public Liability Insurance: Yes / No If No, Waiver Signed: ☐

If Yes, Cert of Currency Attached: ☐

### Payment Detail

Hourly Rate: \$ _____ x _____ Hours	Total Due: _____
Deposit Date: _____	Less Deposit: _____
Deposit Receipt: _____	<b>Amount Owning:</b> _____
	<b>Cash Bond Owning:</b> _____

### Balance Owning

Date Paid: \_\_\_\_\_ Receipt: \_\_\_\_\_

#### \$100 Cash Bond (if applicable)

Date Paid: \_\_\_\_\_ Receipt: \_\_\_\_\_

Key No: \_\_\_\_\_ Code \_\_\_\_\_ Date Key Given: \_\_\_\_\_

Date Key Returned: \_\_\_\_\_

Date Bond Refunded: \_\_\_\_\_ Receipt: \_\_\_\_\_

I.....acknowledge that I have read and understood the venue hire policy of Williamstown Community and Education Centre. I accept the terms and conditions as set out in the policy.

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

*Joan Kirner House and Spotswood Community House*



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## ***Public Liability Waiver***

**Please complete this section if you do not have Public Liability Insurance.**

I acknowledge it is the policy of Williamstown Community and Education Centre that the hirer has Public Liability Insurance Cover. I hereby apply to waive the requirement that I hold such insurance.

I acknowledge I do not have Public Liability Insurance in place to provide cover to myself or other members of the group utilising Joan Kirner House or Spotswood Community House.

As a result, I acknowledge and agree that I will use and occupy the venue at my own risk. I release WCEC from all claims resulting from any damage, loss, death or injury suffered by myself or my participants/guests in connection with WCEC except to the extent that WCEC is negligent. I acknowledge that I take full responsibility of any action that may result in a claim for negligence that may have been prevented by my personal action.

I.....(Supervisor) of  
.....(Activity/Program/Event)

acknowledge that I have read and understood the Venue Hire Conditions and Public Liability Waiver and accept the terms and conditions as set out in the policy.

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

***Joan Kirner House and Spotswood Community House***



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and Education  
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## **Bond**

**Please complete this section if the Bond is applicable to your booking.**

A \$100 Bond is applicable to one-off bookings. Bond is payable by CASH Only. (No credit cards or EFTPOS). This payment must be separate from the venue hire fee.

Money will be deducted from the bond refund to cover the cost of additional cleaning, repairs, damages, extraordinary costs (i.e. security), if the venue is not vacated by the agreed time or if the venue is not left in a reasonable state ready for the next user.

Your legal responsibility is not restricted to the Bond amount. Should the cost of the damage repair or cleaning be higher than the amount of the bond paid, the hirer agrees to pay the full amount in excess of the bond.

I acknowledge I have read and understood the Venue Hire Policy of Williamstown Community and Education Centre and agree to the terms and conditions set out in the policy.

I.....(Supervisor) of  
.....(Activity/Program/Event)

acknowledge that I have read and understood the Venue Hire Conditions and Bond Policy and accept the terms and conditions as set out in the policy.

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

***Joan Kirner House and Spotswood Community House***

Renters will need to submit a COVID Safe Plan showing how they will be meeting the requirements to restrict COVID-19 transmission.

We will work with groups to ensure they have strategies in place, and that the venue / room requested will be suitable.

We will clean daily, and those facilities with two groups attending in a day will receive a second clean between user groups. This will include cleaning toilets, floors, and sanitising of common touchpoints in the facility.

You will be required to wipe down and sanitise before and after use all items identified in the checklist, including taps, benches, light switches and chairs and tables if used.

Hand sanitiser and wipes will be provided by us and located in the rooms.

It is a requirement that groups will also have their own supply of sanitiser for use during programs.

Renters will also be required to supply their own cleaning supplies for wiping and sanitising as per the checklist.

If your booking is in a shared facility with other groups using it at the same time, you will need to consider that there is a higher chance of community transmission in a shared space.

All groups must decide whether they are prepared to take on this risk. There may be options to move activities to another venue if required.

Users of these facilities must be prepared to clean and sanitise their program areas before and after use, in addition to the daily cleaning provided by us.

Participants will all be counted in the total number of permitted people in each space, so you will need to make sure that this number does not exceed the maximum number permitted under current restrictions.

**Current restrictions on permitted numbers may impact your ability to run your program** (includes trainer, facilitator, leader, etc).

Venue	Room	Maximum participants as at 14 Jan 2021
Joan Kirner House	Room 1	34
	Room 2	16
	Room 3	16
	Room 4	16
	Room 6	4
	Foyer	40
Spotswood Community House		16

Kitchen facilities are open however, all users must clean up after themselves, ensuring that all items are washed and put away.

Any activity taking place in the venue must be non-contact and use of shared equipment must be minimised. Any shared equipment must be cleaned and sanitised.

People over the age of 70 are considered to be especially vulnerable to COVID-19. Ultimately, it will be up to the groups if they feel that they have safety measures in place and feel confident to return to their program.

We will be responsible for making sure groups understand the requirements to control transmission such as social distancing, cleaning, hygiene controls and the permitted capacity of facilities.

Please observe signage.

Renters are responsible for ensuring they are following these requirements. All groups must submit a COVID Safe Plan showing how they will be managing the requirements to restrict COVID-19 transmission and will be responsible for ensuring that group members are following this plan.

We have the right to undertake checks of the facilities. If your activity is not adhering to the regulations, access will be revoked immediately.

Group members can be protected by following all COVID-19 cleaning and hygiene guidelines, social distancing, washing hands frequently, applying sanitiser, and ensuring participants stay home if unwell.

QR Coding System has been set up at both Joan Kirner House and Spotswood Community House for the purpose of contact tracing should an outbreak of COVID-19 occur. It is the responsibility of the facilitator to ensure all participants either check-in via QR Code or complete the manual register if they are unable to check-in electronically. Manual sign-in sheets are located at Reception for Joan Kirner House, and in the kitchen at Spotswood.

COVID-19 cases should be reported through the Victorian health system. Please advise us if this has occurred.

If there is a confirmed case of COVID-19 in a user of the venue, all groups will be notified by us and the Department of Health as soon as possible.

The venue will be closed for a deep clean and activities will not resume until all government safety requirements have been met.

For information regarding COVID-19, it is recommended you keep up to date with information from:

Federal Government: [www.health.gov.au/covid19-resources](http://www.health.gov.au/covid19-resources)

Victorian Government: <https://www.dhhs.vic.gov.au/coronavirus>

***Joan Kirner House and Spotswood Community House***



## Checklist

Area	Work item	Responsibility	
		WCEC	Renter
Floors throughout facility	Swept and mopped daily	X	
Toilets	Toilets and sinks cleaned and sanitised daily	X	
Toilets	Taps, sink, soap dispenser and toilet paper dispensers wiped and sanitised before and after sessions		X
Toilets	Soap dispensers refilled	X	
Light switches	Wiped and sanitised before and after use (Renter to provide own cleaning products)	X	X
Alarm keypad	Wiped and sanitised before and after use (Renter to provide own cleaning products)	X	X
Tables and chairs	Wiped and sanitised before and after use (Renter to provide own cleaning products)		X
Doors	Handles and touchpoints wiped and sanitised (Renter to provide own cleaning products)	X	X
Kitchen	Benches and sink wiped and sanitised daily and before and after use (Renter to provide own cleaning products)	X	X
Kitchen	Kitchen appliances handles and surfaces (oven, fridge etc) to be wiped and sanitised before and after use (Renter to provide own cleaning products)	X	X
Sanitiser	Sanitiser supplied and refilled	X	
Sanitiser for participants during session	As required during sessions		X
COVID-19 safety signage	Handwashing, hygiene and distancing posters Permitted numbers specific to each facility signs	X	
Enforcing social distancing	Ensuring safe distancing during programs as well as during entry and exit		X

*Joan Kirner House and Spotswood Community House*

## COVID Safe Plan (to be completed)

Please complete the table below outlining what your group will be doing to restrict COVID-19 transmission.

Some examples are provided, please make sure to include any additional information and that your answers are specific to your group's activities.

Issues	Processes to manage these
<b>Hygiene and cleanliness</b> – how will you ensure this is maintained?	<i>E.g. Follow cleaning checklist, provide sanitiser for participants to be applied during session</i>
<b>Cleaning and sharing equipment</b> – what modifications will be made to minimise transmission risk?	<i>E.g. Participants bring their own equipment, shared equipment cleaned between sessions</i>
<b>Physical contact during activities</b> – how will social distancing be maintained?	<i>E.g. No activities where touching required, activities spaced to provide adequate distancing</i>
<b>Group activities</b> – how will the activities be managed if only able to be done in small groups? If your activity will have multiple sessions please include information on how you will manage this.	<i>E.g. Groups will be divided into two and attend fortnightly instead of weekly, shorter session times etc.</i>
<b>Arrival and departure times</b> – how will this be managed to ensure physical distancing?	<i>E.g. Participants to arrive no more than 5 minutes prior to session, allow adequate between sessions for groups to enter and exit without crossing paths</i>

<b>Health of participants</b> – how will you ensure your participants are free of COVID-19 symptoms?	<i>E.g. Distributing information about social distancing and COVID-19 hygiene requirements, ask people who are unwell to stay home</i>
<b>Communication controls</b> – how will you communicate and provide guidance to participants so that everyone is responsible for their own behaviour?	<i>E.g. Group members to sign agreement, use of emails/posters/Facebook to outline expectations</i>
<b>Spectators</b> – how will your non-participants be managed? (if they are in the facility they will be counted in your maximum permitted number for your group) <b>Non-participants are defined as any other people in the building while activities are occurring e.g parents, carers</b>	<i>E.g. Parents to drop off and pick up outside facility, no spectators permitted</i>

By submitting this form, you are agreeing to abide by the following regulations (please tick):

- ☐ WCEC Terms and Conditions, including adhering to WCEC COVID Safe plan at <http://www.williamstown-spotswoodcc.org.au/wp-content/uploads/Vic-Gvt-COVID-Safe-plan.pdf>
- ☐ Agree to undertake cleaning and controls as per the attached checklist.
- ☐ All State Government regulations relating to COVID 19 - please refer to <https://www.dhhs.vic.gov.au/community-services-restrictions-covid-19>
- ☐ Use the QR Code Check-in System to register all attendees.

Agreed and submitted by:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this completed form to [admin@wcec.com.au](mailto:admin@wcec.com.au)

Once processed and approved, we will be in contact to arrange for access.

*Joan Kirner House and Spotswood Community House*