



Williamstown  
Community  
and Education  
Centre Inc

# *Venue Hire*

# *Policy*

# *2020*



# 2020 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 \$50 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

All venue hirers must pay a \$100 bond except for bookings that are made on an ongoing basis with fees paid in advance. 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), or if the venue is not vacated by the agreed time.

**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

2020 Room Hire Charges

### Regular and One Off Bookings

All rates are GST inclusive

	Maximum Room Capacity	Regular Bookings Community Rates	One Off Bookings Community Rates
<b>Room 1</b> Multi-Purpose Room	20 - 50	\$30.00 per hour	\$40.00 per hour
<b>Room 2</b> Computer Room	12	Priced on request	Priced on request
<b>Room 3</b> Classroom	15	\$20.00 per hour	\$30.00 per hour
<b>Room 4</b> Classroom	15	\$20.00 per hour	\$30.00 per hour
<b>Room 5</b> Children's Area <i>*Only available to Centre users*</i>	35	\$50.00 per hour	\$60.00 per hour
<b>Room 6</b> Office/Private Room	3	\$10.00 per hour	\$15.00 per hour
<b>Foyer</b> Informal Open Area (for small groups)	10	\$5.00 per hour	\$10.00 per hour
<b>Whole Centre</b>	80	\$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

2020 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 between 15 to 40 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

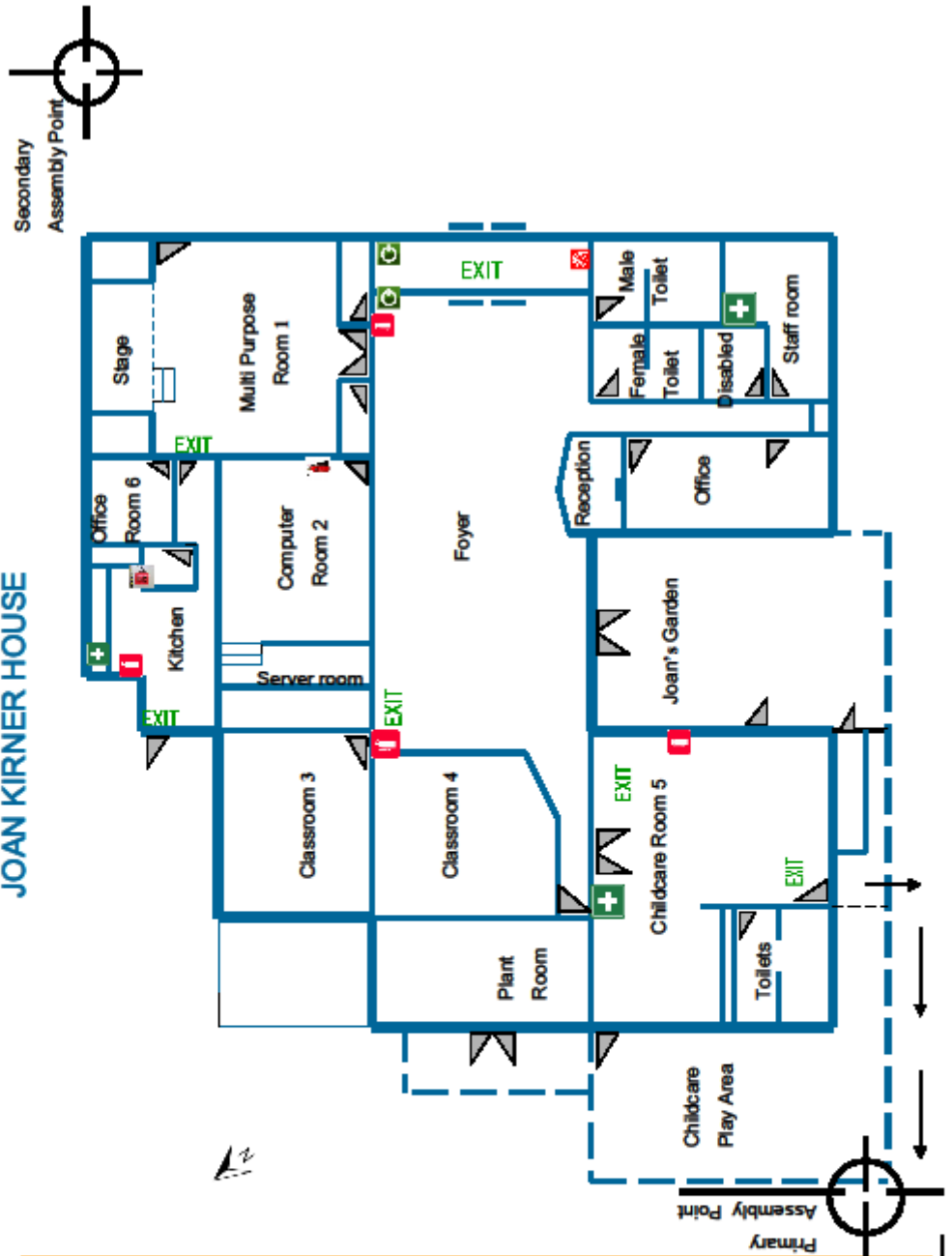
Listed below are the amounts which may be charged or deducted from the bond to cover additional costs associated with these occurrences.

<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 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.

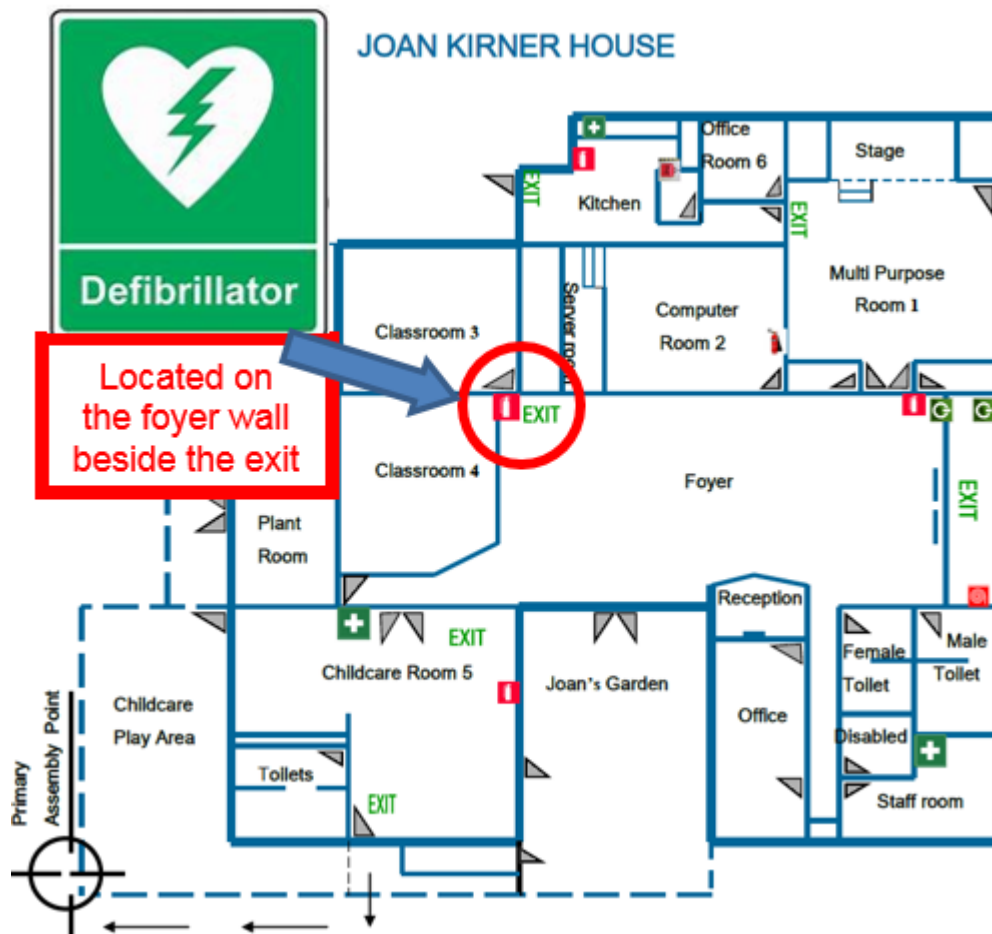
## Emergency Defibrillator – Williamstown Community and Education Centre

In case of an emergency, please dial 000

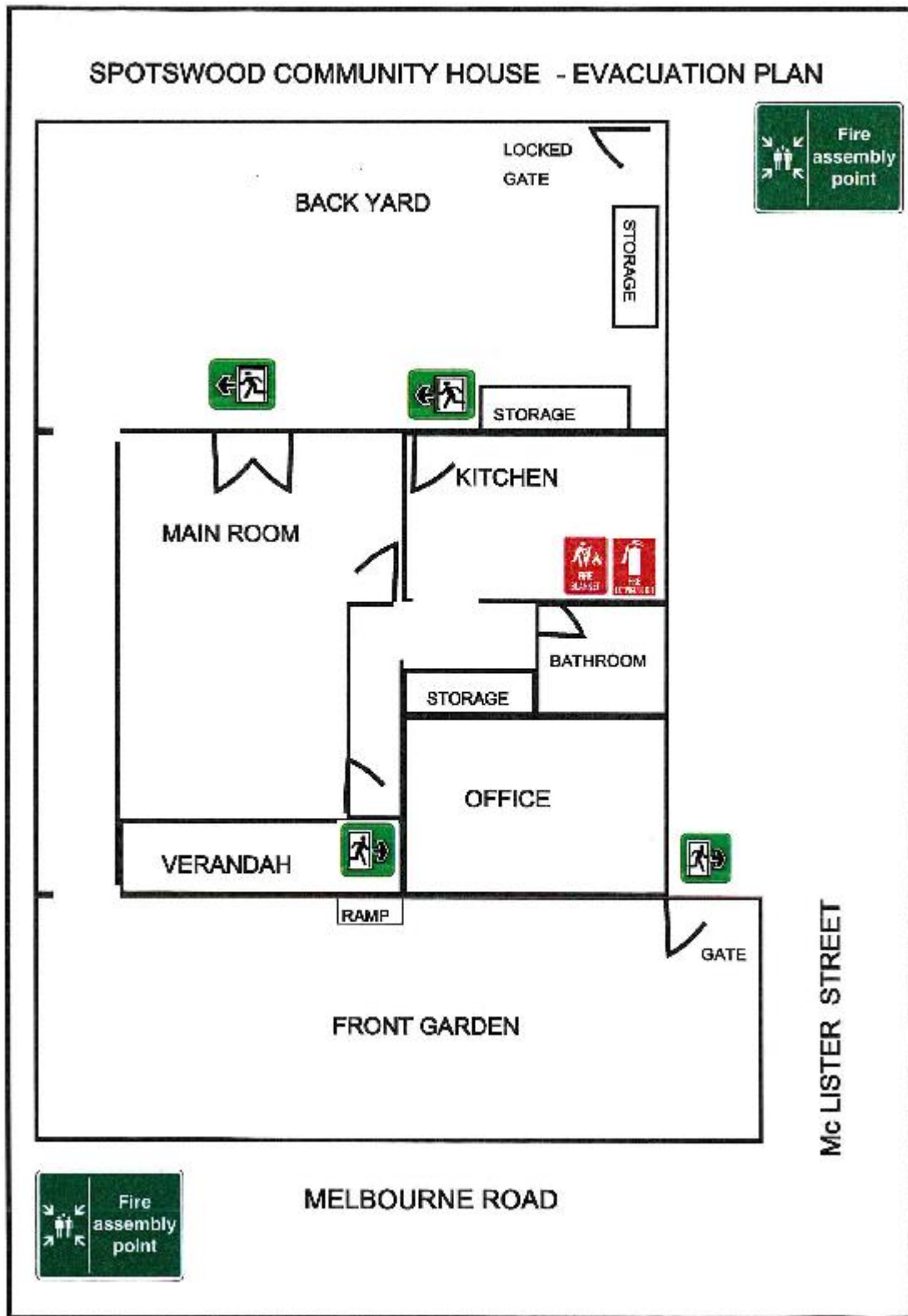
A defibrillator is located on the foyer wall beside the exit, heading toward the back door.

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

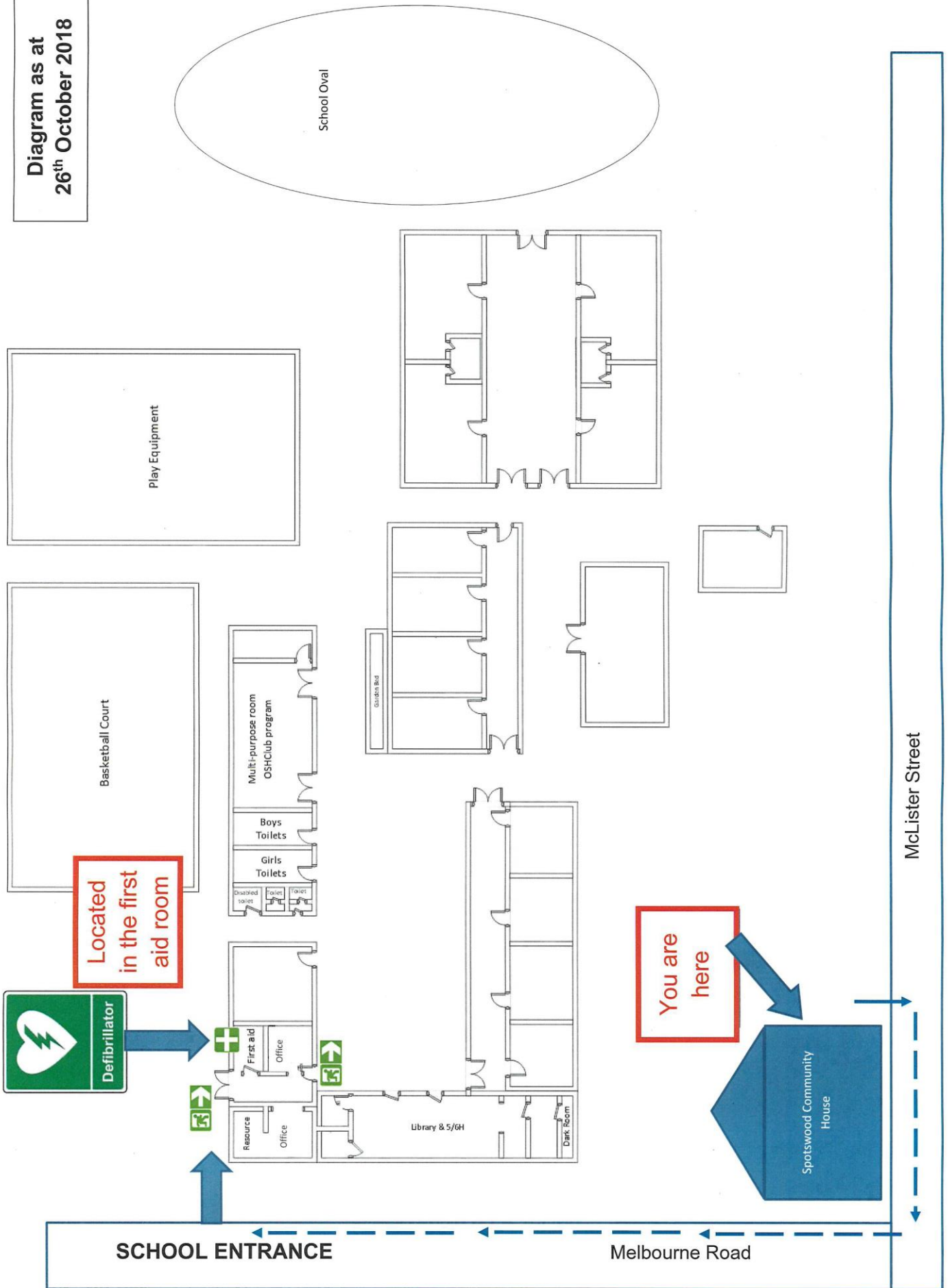
A defibrillator is available at Spotswood Primary School, during school hours.

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 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]



Williamstown  
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Centre Inc

# Venue Hire Application Form

## 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> _____

<b>Balance Owning</b>	
Date Paid: _____	Receipt: _____
<b>\$100 Cash Bond</b>	
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*





Williamstown  
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# Public Liability Waiver

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*



Williamstown  
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# Bond

All venue hirers must pay a \$100 bond except for bookings that are made on an ongoing basis with fees paid in advance. 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*