



Williamstown  
Community  
and Education  
Centre Inc

# Venue / Room Hire Policy

Last update September 2025

## Contents

|                                                                                |           |
|--------------------------------------------------------------------------------|-----------|
| <b>Conditions of Hire .....</b>                                                | <b>2</b>  |
| Hire Purpose.....                                                              | 2         |
| Keys / Access .....                                                            | 2         |
| Alcohol.....                                                                   | 2         |
| Food and Drink .....                                                           | 2         |
| Cancellation of Booking.....                                                   | 2         |
| Smoking.....                                                                   | 3         |
| Playgroups.....                                                                | 3         |
| Cleaning.....                                                                  | 3         |
| Conduct .....                                                                  | 3         |
| Parking.....                                                                   | 3         |
| Damages .....                                                                  | 3         |
| Evacuation Plans.....                                                          | 3         |
| Public Liability Insurance .....                                               | 3         |
| <b>Joan Kirner House.....</b>                                                  | <b>5</b>  |
| 14 Thompson Street, Williamstown 3016.....                                     | 5         |
| Room Hire Rates All rates are GST inclusive .....                              | 5         |
| <b>Spotswood Community House.....</b>                                          | <b>6</b>  |
| 598 Melbourne Road, Spotswood 3015 .....                                       | 6         |
| Room Hire Rates .....                                                          | 6         |
| <b>Altona North Community House .....</b>                                      | <b>7</b>  |
| 7 Plover Drive, Altona North 3025.....                                         | 7         |
| Room Hire Rates .....                                                          | 7         |
| <b>Evacuation Diagram – Joan Kirner House .....</b>                            | <b>9</b>  |
| <b>Emergency Defibrillator – Williamstown Community and Education Centre..</b> | <b>10</b> |
| <b>Evacuation Diagram – Spotswood Community House .....</b>                    | <b>11</b> |
| <b>Emergency Defibrillator – Spotswood Primary School.....</b>                 | <b>12</b> |
| <b>Making a Booking.....</b>                                                   | <b>13</b> |
| <b>Payments.....</b>                                                           | <b>13</b> |
| <b>Application Form .....</b>                                                  | <b>14</b> |
| <b>Public Liability Waiver .....</b>                                           | <b>15</b> |

## VENUES

- Joan Kirner House ~14 Thompson Street, Williamstown 3016.
- Spotswood Community House ~ 598 Melbourne Road, Spotswood 3015.
- Altona North Community House ~ 7 Plover Drive, Altona North 3025

### Conditions of Hire

#### Hire Purpose

Williamstown Community and Education Centre Inc (WCEC) accepts bookings for the purposes of meetings, education classes, support and social groups, health and wellbeing programs, art and craft groups and counselling/consultation appointments which are held on a regular, ongoing basis.

We do not offer one-off event bookings.

Disability access and facilities are available.

#### Keys / Access

For Joan Kirner House and Altona North Community 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 \$200 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. When there are no staff at a venue, don't open any doors for any strangers wanting to enter the centre, or people you don't know. Inform your participants to do the same.

It is the responsibility of the hirer to ensure that all doors remain locked for the duration of the bookings.

#### 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 should not be consumed in any of the carpeted areas within the buildings. Should food or drinks be spilt in these areas, you will clean, or the carpet will be professionally cleaned, and the cost passed on to the hirer.

#### Cancellation of Booking

There must be no changes to booking times without prior approval. Cancellations made at least seven working days prior to the booking will have the hire fee refunded. If less than seven 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.

## 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.

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 may result in additional charges as per the Schedule of Additional Charges and/or cancellation of booking.***

## 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.

At Altona North Community House there are several reserved parking spots out the front. There is also a considerable amount of parking spots in the adjoining Bunnings parking area.

## 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 may result in further action being taken, where required, to compensate for loss.

## Evacuation Plans

Evacuation Plans for the Houses 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 any House 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 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.*

Please refer to the **Venue Hire** section of our website for photos of the available rooms for hire.

<https://www.williamstown-spotswoodcc.org.au/venue-hire/>

## Joan Kirner House

14 Thompson Street, Williamstown 3016

Room Hire Rates  
All rates are GST inclusive

|                                             | Capacity | Community Rates   |
|---------------------------------------------|----------|-------------------|
| <b>Room 1 and 5</b><br>Multi-Purpose Rooms  | 40       | \$45.00 per hour  |
| <b>Room 2</b><br>Computer Room              | 14       | Priced on request |
| <b>Room 3</b><br>Classroom                  | 14       | \$30.00 per hour  |
| <b>Room 4</b><br>Classroom                  | 14       | \$30.00 per hour  |
| <b>Room 6*</b><br>Office/Consulting Room    | 3        | \$15.00 per hour  |
| <b>Foyer</b><br>(For small informal groups) | 8        | \$10.00 per hour  |
| <b>Whole Centre</b>                         | 50 plus  | \$100 per hour    |

\*Also available for full-time office rental. See [HERE](#)





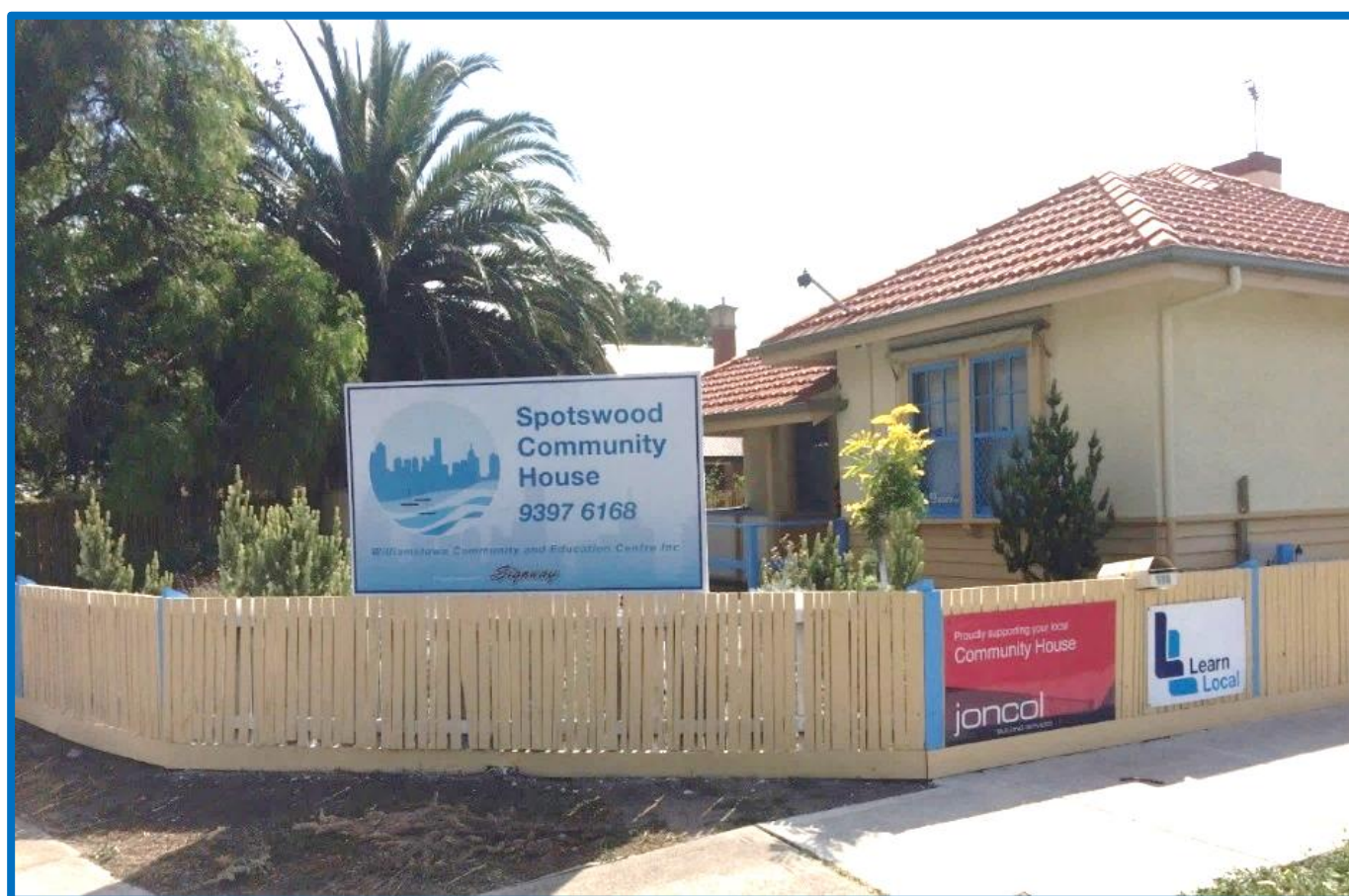
## Spotswood Community House

598 Melbourne Road, Spotswood 3015

Room Hire Rates  
All rates are GST inclusive

| Capacity                                       | Community Rates  |
|------------------------------------------------|------------------|
| 15 – 40<br>(Depending on indoor/outdoor usage) | \$30.00 per hour |

\*Office space available for full-time rental. See [HERE](#)



## Altona North Community House

7 Plover Drive, Altona North 3025

### Room Hire Rates

All rates are GST inclusive

|                                | Capacity | Community Rates   |
|--------------------------------|----------|-------------------|
| <b>Room 1</b><br>Classroom     | 10       | \$30.00 per hour  |
| <b>Room 2</b><br>Computer Room | 11       | Priced on request |
| <b>Upstairs*</b>               | 6        | \$20.00 per hour  |

\*Also available for full-time office rental. See [HERE](#)

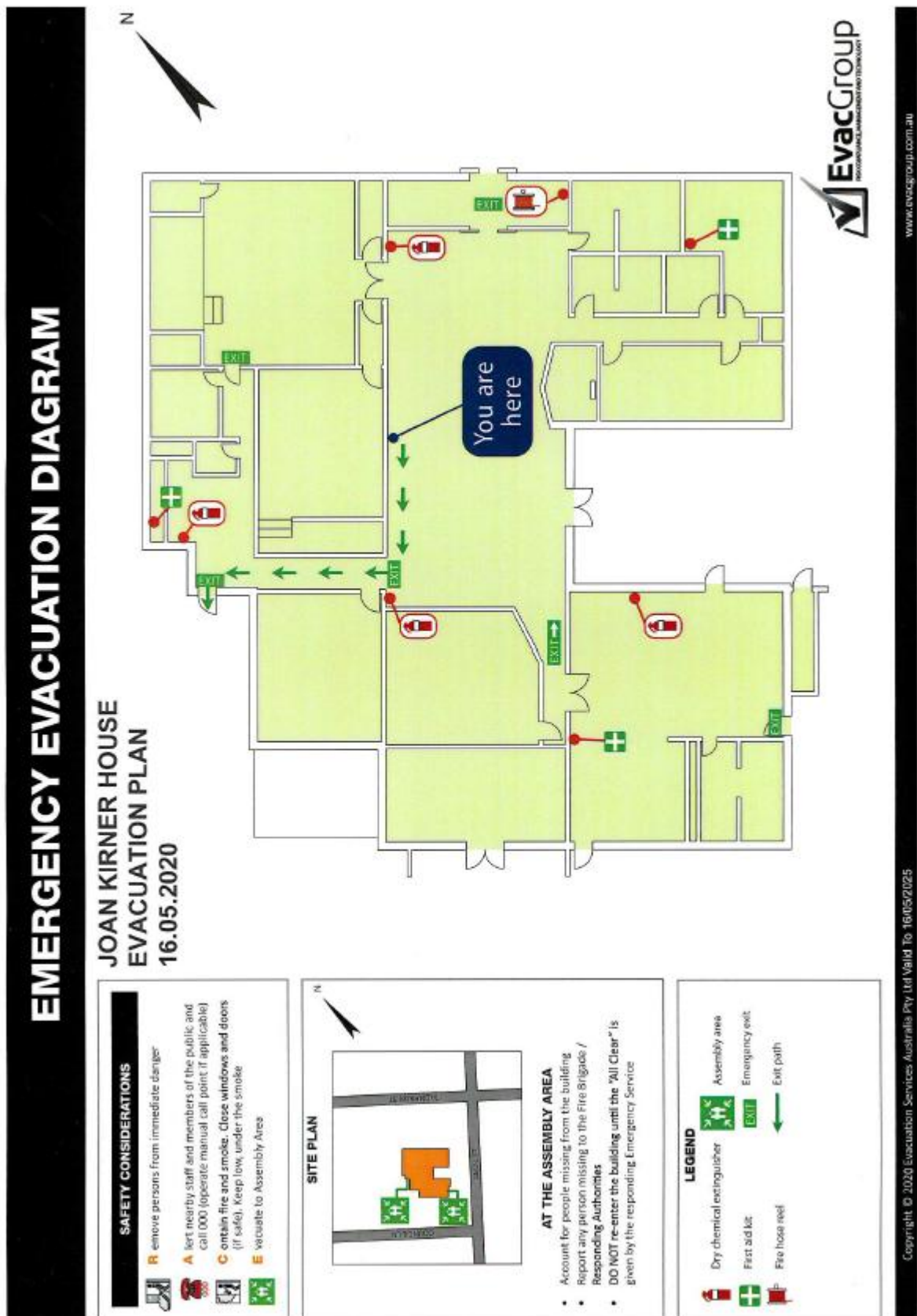


## Schedule of Additional Charges

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

| <u>Rate:</u>           | <u>Item:</u>                                |
|------------------------|---------------------------------------------|
| \$100 per hour         | Additional Cleaning                         |
| \$100                  | Lights left on                              |
| \$100                  | Heaters/Air conditioning left on            |
| \$100                  | Rubbish not removed                         |
| \$100                  | Failure to remove Cigarette butts           |
| \$100 per hour         | Function continuing after hire period       |
| \$200                  | Failure to set alarm correctly              |
| \$200                  | Failure to secure the venue properly        |
| \$200                  | Police being called to disturbances         |
| \$200 per extinguisher | Unnecessary discharge of fire extinguishers |
| \$200                  | Lost Keys                                   |
| \$200                  | Improper use of venue                       |
| \$200                  | 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       |





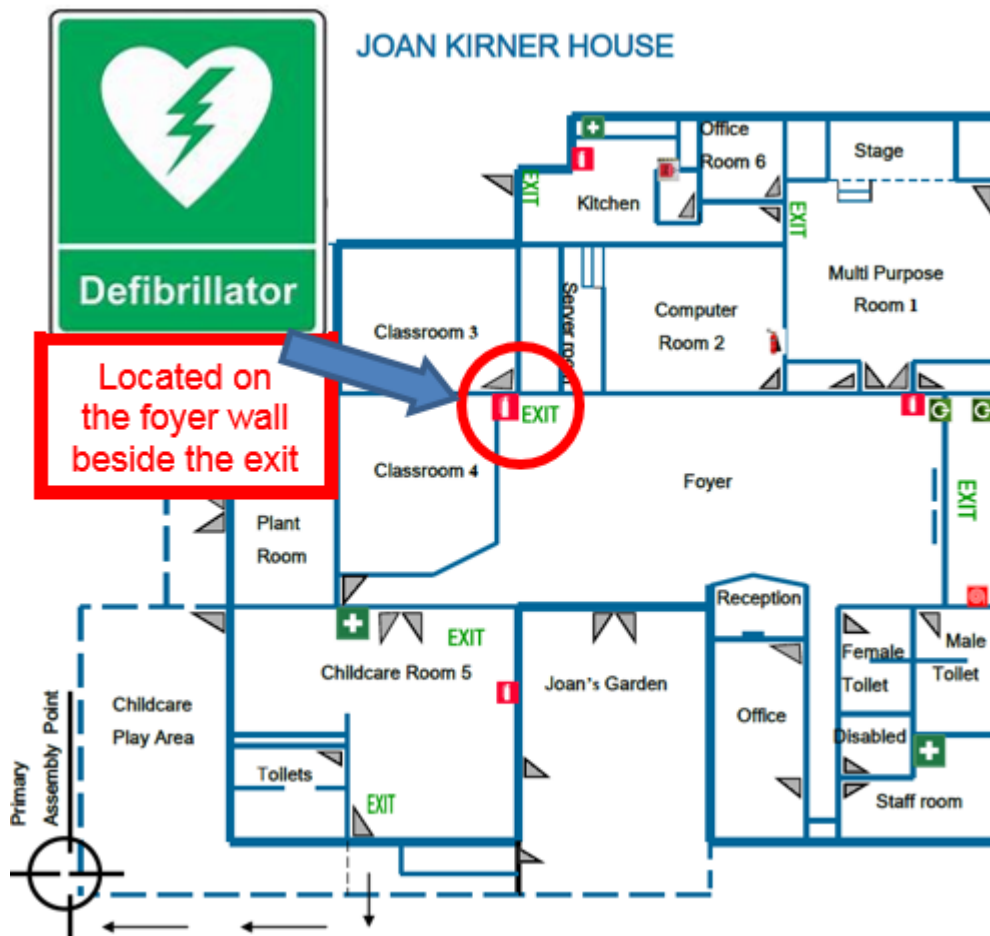
## Emergency Defibrillator – Williamstown Community and Education Centre

In case of an emergency, please dial 000

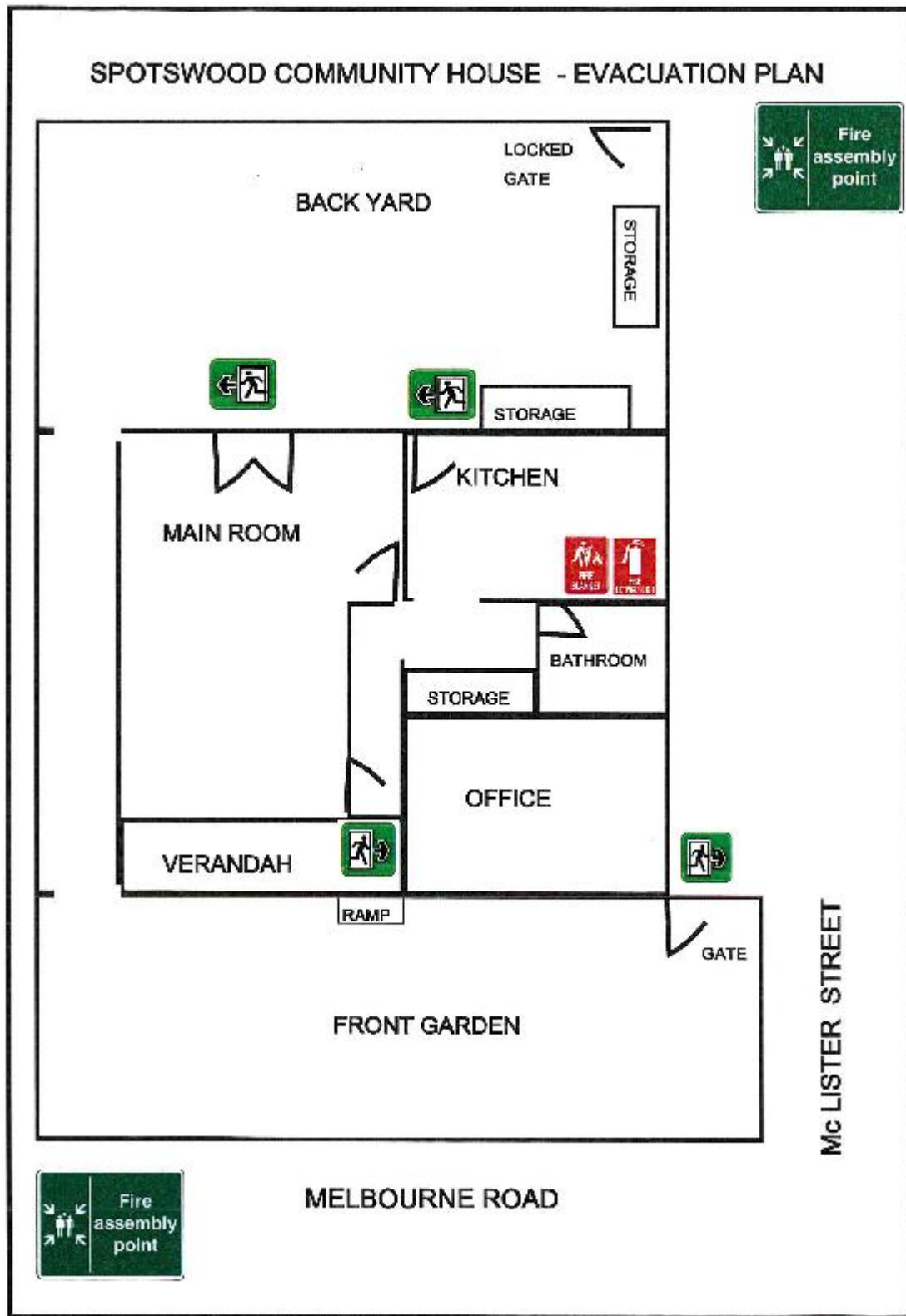
A defibrillator is located on the foyer wall beside the exit, heading toward the back door.

This is available during Centre hours.

See the diagram below for locating the defibrillator.



## Evacuation Diagram – Spotswood Community House



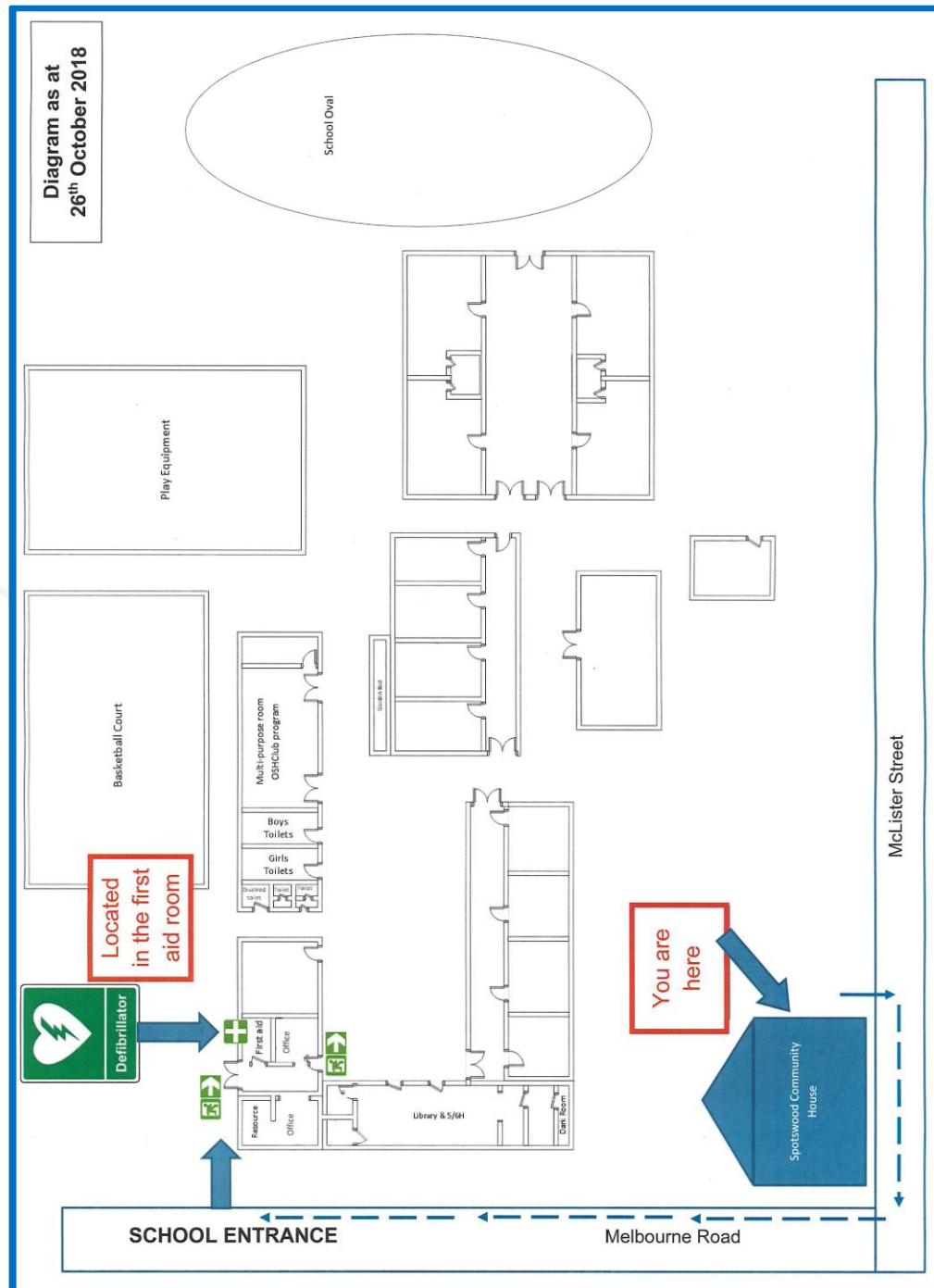
## Emergency Defibrillator – Spotswood Primary School

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.



## Making a Booking

- Bookings for all Houses are made at Joan Kirner House (9397 6168).
- An Application Form must be completed and signed, which acknowledges acceptance of the Conditions of Hire.
- Copy Public Liability Insurance Certificate of Currency supplied. (Otherwise the Public Liability Waiver must be signed and submitted).

## Payments

For ongoing bookings, invoices are issued at the end of each month.

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 or Program Name]





## Venue / Room Hire Application Form

### Venue Hire Location

- ☐ Joan Kirner House
- ☐ Spotswood Community House
- ☐ Altona North Community House

### Booking Details

Name of group / Individual: \_\_\_\_\_

Day/s required: \_\_\_\_\_ Frequency: \_\_\_\_\_

Room required: \_\_\_\_\_ Time required: \_\_\_\_\_

### Applicant Details

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

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

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

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

Public Liability Insurance: Certificate of Currency provided ☐ Expiry Date: \_\_\_\_\_

(If insurance is not held the Public Liability Waiver must be signed)

### Payments

Hourly rate \$ \_\_\_\_\_ x \_\_\_\_\_ hours (per session) Amount due per session: \$ \_\_\_\_\_

### Key Details for Joan Kirner House

Key No.: \_\_\_\_\_ Date key given: \_\_\_\_\_ Date key returned: \_\_\_\_\_

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.

☐ Would you like to work with our Centre to promote your program through our newsletter, social media and programs list?

☐ Do you consent to your name and phone number being listed with your promotion?

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



## Public Liability Waiver

**Please complete this section if the Public Liability Waiver is applicable to your booking.**

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)  
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:** \_\_\_\_\_