

2023 HALL HIRE TERMS AND CONDITIONS

FACILITIES

You have access to the Main Hall and Kitchen.

Hall is available on: Saturdays, and Sundays (some selected Friday nights)

HIRE FEES

Hire fees are for a 5-hour function, an additional \$150 (inc GST) will be charged per hour over the 5 hours upon request.

Non-Profit Organisations: \$500.00 (inc GST)

Private Functions: \$650.00 (inc GST)

Insurance cover: \$25.00 per day

Bond: \$500.00

Security: Prices on request – Mandatory for 18th and 21st

Non-function hires: Prices are as arranged with booking officers.

CONDITIONS OF HIRE

A copy of the Conditions of hire is attached, please read them carefully. If you have any questions or need any special arrangements, please contact the Booking Officer, as he/she is the only person that can vary any of the conditions.

PAYMENT OF HIRING CHARGES

When booking the main hall, a \$175.00 booking fee is required within 10 days of receiving this information to confirm the booking.

The booking fee is **non-refundable** unless there are exceptional circumstances. If the booking fee is not received within 10 days, the hall may be re-let.

The remainder of the hiring charges plus the \$500.00 bond is required the week prior to the function.

You can pay cash, eftpos, credit card or cheque, please make cheques payable to: Foundation Learning Centre Inc.

- I have read and understood the terms and conditions on this page.
 Please sign: _____ Date: _____



**OVERVIEW OF
EXCLUSIONS OF THE HIRE**

INCLUSIONS AND

Standard Inclusions	Supply own	
HALL/HIRE SPACE + RAMP ACCESS (Room capacity of 230 standing 150 seated unless advised)	Decorations – free standing only – must not be attached to any wall. Stage (if required)	
COMMERCIAL KITCHEN <ul style="list-style-type: none"> - Oven/Stove - Fridge - Dishwasher - Lots of bench space 	Kitchen Utensils Kitchen supplies Microwave Stove top lighter Catering	
TOILET <ul style="list-style-type: none"> - 1 X Disabled toilet/Room Change - Separate Ladies toilets - Separate Gents toilets 	Bring extra toilet rolls	
TABLES AND CHAIRS <ul style="list-style-type: none"> - 15 x Trestle tables which seats 6-8 guests - Approximately 230 or so sturdy stacking chairs - Trolleys are available for moving tables chairs. Please stack according to signage directions in the storage space. 	Chair/Table covers	
AIR CON + HEATING <ul style="list-style-type: none"> - 4x AC units around the room (all pre-set to 25C. Remotes are NOT automatically provided) - 2x heating units with manual access to set temperature (Default temperature is 21-22c) 		
SKIP BIN		
AMPLE PARKING SPACE		
BASIC CLEANING SUPPLY <ul style="list-style-type: none"> - Broom - Mop and bucket 	Bin liners/Rubbish bags Cleaning Equipment and products Cleaners	

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CONDITIONS OF HIRE

1. APPLICATION FOR USE

Application for use of this hall shall be:

- 1.1 Made on a form approved and supplied by Foundation Learning Centre Inc.
- 1.2 Signed by a responsible adult over the age of 25 years of age
- 1.3 Lodged with the Administration Team
- 1.4 **Bookings are confirmed when the application form, proof of Identification (photocopies made), and booking fee is lodged with the Bookings Officer.**
- 1.5 The booking fee is non-refundable unless there are exceptional circumstances. This will be at the discretion of the Bookings Officer.
- 1.6 The balance of the Hire Fee, together with the bond must be received at least 1 week prior to your function.

2. PERMISSION TO USE

- 2.1 The hirer shall only be permitted to use the part of the building hired and use only the furniture and equipment agreed to by the Booking Officer. **No access to the playground and upstairs level of the building. Using out of bound areas will directly affect your bond.**
- 2.2 The building should not be used for any purpose other than applied for by the Hirer on the Application Form. Bond penalties apply.
- 2.3 It is the responsibility of the Hirer to see that its members and/or guests understand and adhere to these conditions.
- 2.4 The Hirer shall only be permitted to use the part of the building hired during the times stated on the Application Form otherwise additional hire charges will be made payable by the Bookings Officer. Security checks are made during the evening and advise of late exits.

3. HIRING CHARGES

- 3.1 Hiring charges are set by Foundation Learning Centre Management and are subject to change.
- 3.2 Should you cancel your hire you forfeit the \$125.00 booking fee

4. DAMAGE

- 4.1 The floors, ceiling walls or any other part of the building or any fitting or furniture shall not be broken, pierced by nails or screws in any such manner or in any other way damaged. No Notices, Signs, Advertisements etc to be affixed to the walls, doors or any such portion of the building, fittings, or furniture without prior consent of the Bookings Officer.
- 4.2 The Hirer must protect the floors from stain or any other damage.

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4.3 Any damage during function including tables and chairs must be reported to the booking officer within 24 hrs of the function. **NOTE: the hall, including tables and chairs, will be checked after your function.**

4.4 If the building or its contents are damaged, the cost of repair shall be deducted from the bond and if this is insufficient to meet the cost of repairs the hirer immediately upon request shall pay the balance.

4.5 No food or beverages are to be consumed out the front/side of the building. If any evidence of this (rubbish/bottles broken etc.) your bond will be reduced.

5. SMOKING

5.1 **ALL BUILDINGS OWNED BY THE CITY OF CASEY ARE SMOKE FREE. THERE IS TO BE NO SMOKING INSIDE THE BUILDING.**

5.2 Hirers of the venue are responsible to ensure their members and/or guests do not smoke inside and within 10 metres of the building's external area.

5.3 Should there be any evidence of smoking within the building; the entire bond will be forfeited.

6. EQUIPMENT & DECORATIONS

6.1 Approval of the Operations Manager must be obtained.

1. To vary the arrangement of furniture.
2. To operate electrical equipment. All equipment used must be fit for propose and appropriately tested and tagged.
3. To decorate the building.

6.2 No equipment or furniture is to be removed from building.

6.3 It is the responsibility of the hirer to erect, take down and store all equipment pertaining to their hire. Hirers shall be liable for damages to persons or property as a result of incorrect storage of equipment.

6.4 No beer barrels are to be placed on any wooden floor or table. (They can be stored on the cement floor in storage area.)

6.5 **The following items are not allowed to be used in the hall under any circumstances.**

1. No confetti.
 2. No chewing gums
 3. No decorations are to be fixed in any way to the walls including no sticky tape, blutack, nails, screws or hooks
- **As the building is owned by the City of Casey Council there are noise restrictions that apply to the usage of the premises.**
 - **The Hirer is responsible for ensuring that they read and comply with the regulations as listed on the Environmental Protection Authority Victoria website.**

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7. NOISE RESTRICTIONS

- 7.1 Website: <https://www.epa.vic.gov.au/about-us/legislation/regulations>

8. RESPONSIBILITIES OF THE HIRER

- 8.1 The Hirer shall be responsible for the full observance of all conditions of hire and for the maintenance and preservation of the hall and the exits throughout the duration of the hire.
- 8.2 The Hirer shall end all meetings or functions on time to and ensure that tidying/cleaning is completed by the time agreed with the booking officer.

Note: Function MUST finish by the time stated on the booking form.

A fee of \$150.00 per hour will be charged for every hour or part thereof over the time stated on the booking form.

- 8.3 **ALL TABLES MUST BE WIPED DOWN BEFORE BEING PUT AWAY.**
- 8.4 All equipment (tables, chairs, etc.) must be returned and stacked in the storeroom as found prior to function. Chairs and tables MUST be carried and not dragged over the floor surface. Failure to return tables and chairs as found will result in loss of bond.
- 8.5 The hirer shall leave the hall and exits in a clean and tidy state and shall report to the Operations Manager any damage that has occurred.
- 8.6 Brooms and cleaning equipment are located in the storeroom/kitchen. If the hall is left in an untidy state, the hirer shall be charged for additional cleaning and the amount deducted from the bond.
- Additional cleaning will be charged for washing of tables and chairs, and for the removal of sticky tape, staples or graffiti.
- 8.7 All rubbish should be placed in rubbish bags (**supplied by the Hirer**) and put into the Dumpster/skip bin outside the building. Failure to comply will result in loss of bond.
- 8.8 Key to dumpster is given to hall hirer and it must be locked after function.
- 8.9 It is also the hirer's responsibility to notify the caterers attending function that all rubbish from kitchen and hall must be placed in Dumpster. Failure to comply will result in loss of bond.

9. LIQUOR LICENCE

- 9.1 There is no requirement to obtain a liquor licence for the service of alcohol. You can serve alcohol, **but you cannot sell it.**

10. CATERING

- 10.1 Any food for public consumption related to the booking must be prepared, as provided for in the Health Act.

11. INSURANCE

- 11.1 It is the Hirer's responsibility to obtain cover appropriate to the type of booking, and an all-risks public liability cover of an amount not less \$10 million is required.

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Insurance will be provided through Foundation Learning Centre for an additional fee.

- 11.2 At time of booking, the Hirer must either show the Booking officer the insurance policy or pay the additional insurance fee.
- 11.3 The Hirer of the Building shall not do, nor neglect to do, nor permit to be done, nor allow to be left undone, anything which will affect the insurance policies relative to fire or other risk in connection with the building.
- The Hirer must agree to indemnify the Council and the Foundation Learning Centre to the extent that such policies are affected through any Act of Commission of Omission.
- 11.4 The Hirer is responsible for providing insurance cover for any items brought onto or left within the premises.

12. THEFT

- 12.1 Foundation Learning Centre shall not be liable for any loss or damage sustained by the Hirer for any person, firm or corporation entrusting to or supplying any article or thing to the Hirer by reason of any such article or thing being lost, damaged or stolen.
- The Hirer shall indemnify the Foundation Learning Centre and the City of Casey against any claim by any such person, firm or corporation in respect of such article or thing.

13. OPENING & CLOSING OF THE CENTRE

- 13.1 Access to the Hall may be gained after:
1. After 5:30pm on a Friday
 2. At an agreed time on a Saturday
 3. At an agreed time on a Sunday
 4. At an agreed time on a Public Holiday
- 13.2 **The Operations Manager is the only person that can change access agreements for the Hall.**
- 13.3 The keys are to be picked up the week before the function and before Friday prior to the function any time before 3 pm. The Hirer will be shown the opening and closing procedures and informed of any other issues by the Booking Officer. (Allow at least 30 minutes for this)
- 13.4 **The keys must be returned immediately after use as arranged with the Booking Officer. Failure to return keys will result in loss of bond.**
- 13.5 The hirer is responsible to see that the heaters, stoves, lights, etc. are switched off, and the windows and doors securely locked when vacating the Centre. Failure to do same will result in loss of bond.

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14. SECURITY

- 14.1 The Hirer shall, when so directed by the Booking Officer, arrange for police attendance, security guards and/or parental supervision.
- 14.2 Should the security system be activated by persons attending a function or those assisting in setting up or cleaning up for a function, the hirer will be responsible for meeting the \$100.00 cost and any other costs incurred by Security Officers or attending Police.
- 14.3 It is the responsibility of the hirer to ensure that the premises are locked, and security systems activated prior to leaving. Failure to adhere to this will result in loss of bond.

15. FACILITIES FAILURE

- 15.1 If facilities fail or an emergency arises, contact CASEY COUNCIL EMERGENCY SERVICE 9705 5200
- 15.2 In the event of any major issues or if COC fail please contact Tania on 0438 450 002 or Donna 0412 099 462 or **in an emergency please call Emergency Services on 000**
- 15.3 All electrical power is controlled by a circuit breaker located in the cupboard in the entrance hall. Check this first if a power failure occurs.

16. BEHAVIOUR

- 16.1 No obscene or insulting language or disorderly behaviour shall be permitted in the building or surrounding areas including the car park. No alcohol is to be drunk outside the hall at any stage of your function.

17. TRACKING AND TRACING – COVID19

- 17.1 FLC follow all health mandates as set out by the Chief Medical Health Officer in Victoria.

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18. ADDITIONAL CHARGES THAT MAY APPLY REGARDING INTERIOR AND EXTERIOR OF THE VENUE The following list details amounts, which may be deducted or charged from the \$500.00 Bond of any occurrence associated with the hire of the facility.

RATE:	ITEM:	INITIAL
\$100	Use of out of bounds areas	
\$100	Chairs/tables not cleaned or stacked properly	
\$50 per hour – min of 4 hours	Additional Cleaning	
\$50	Lights/heaters/air-conditions left on	
\$100	Misplaced/ Lost Air Con Remote	
\$50	Rubbish not removed	
\$50	Decorations (or part thereof) left on walls	
FULL BOND	Failure to set alarm correctly	
FULL BOND	Confetti in the centre	
\$150 per hour	Function continuing after hire period	
As quoted	Scratching or marking of floor surfaces	
FULL BOND	Failure to secure the centre properly	
\$100	Police being called to disturbances	
\$100 per extinguisher	Unnecessary discharge of fire extinguishers	
\$150	Smoking within 10m of the building	
\$100	FLC staff called out to attend to hirers	
As quoted	Lost Keys – est. \$2000.00	
As quoted	Broken window or glass	
As quoted	Damage to the centre and/or furnishing	
FULL BOND	Improper use of centre	
FULL BOND	Smoking at any function	
\$250.00	Exceeding the number of guests allowed	
\$100.00	Not leaving key onsite	

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