



Surrey Hills Neighbourhood Centre Inc. – A0033345Z

ABN 85 629 719 592

157 Union Road Surrey Hills 3127

Phone (03) 9890 2467

Email: [enquiries@surreyhillsnc.org.au](mailto:enquiries@surreyhillsnc.org.au)

Website: [www.surreyhillsnc.org.au](http://www.surreyhillsnc.org.au)

## **2018 VENUE HIRE INFORMATION AND BOOKING FORMS**

Please find attached the following documents:

- Venue Hire Information** - please read and keep for your reference.
- Venue Hire Agreement** – please complete and return to us.
- Application to Consume Liquor on Council Property** – only complete and return to us if you are consuming alcohol at the event.
- Bond Form**– only complete and return to us if you have not already organised the bond.

### **Other forms that may be required for a booking:**

#### **Partysafe**

**If the event is for a party for ages 13 - 14 years and 19 - 22 years, you must register your party with the Victorian Police through completing a Police Partysafe Form. Please note that we do not take bookings for parties of ages 15 to 18 years inclusive.**

The Partysafe form can be downloaded from [www.police.vic.gov.au](http://www.police.vic.gov.au), then search for Partysafe.

Post the Partysafe form to: Boroondara Crime desk, Boroondara Police Station, 34 Harp Road, Kew, 3101.

#### **Public Liability**

**If the Hirer is a business or an 'Incorporated' organisation then a copy of your 'Certificate of Currency for Public Liability' will be required.**



## VENUE HIRE INFORMATION for 2018

**HIRERS: PLEASE KEEP THIS INFORMATION FOR YOUR REFERENCE**

Individuals, organisations, local groups and businesses are welcome to hire SHNC facilities. All rooms and buildings are wheelchair accessible.

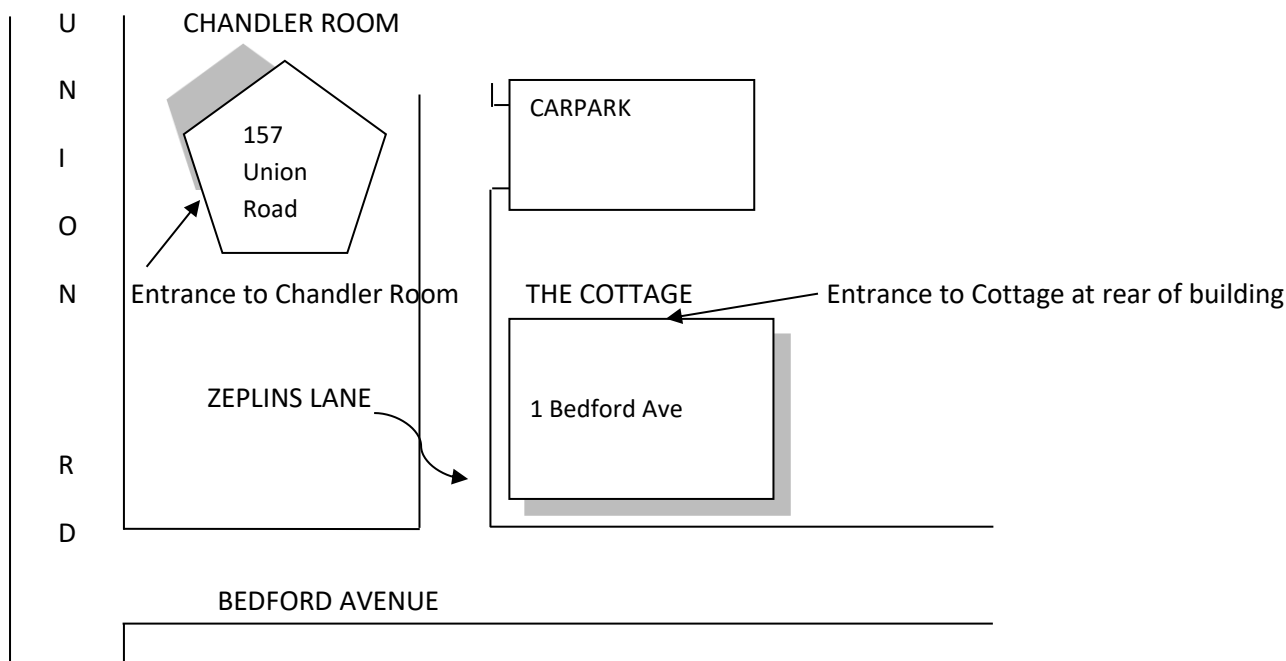
### FACILITIES AVAILABLE AND HOURLY RATES (Inc. GST and effective from January 2018)

Space	Description	Furniture and Features	Hourly Rate
<b>Chandler Room</b>	Octagonal multi-purpose room Large opening glass doors to outdoor, fenced area Kitchen Accommodates up to 80 people	75 adult chairs 8 trestle tables(180cm x 80cm) 17 children's chairs 4 long children's tables (120cm x 75cm) Heating & air conditioning Oven, fridge, microwave <b><u>Note: No DJ's, bands or helium balloons</u></b>	Community / Not For Profit Hirers: <b>\$58 per hour</b>  Business / For Profit Hirers: <b>\$68 per hour</b>  <b><u>No hire for parties for ages 15 to 18 years inclusive</u></b>
<b>Cottage Swinerton Lounge Room</b>	Lounge room	Piano 3 lounge chairs Extra plastic chairs stored in the kitchen Heating	Community / Not For Profit Hirers: <b>\$16 per hour</b> Business / For Profit Hirers: <b>\$19 per hour</b>
<b>Cottage Kitchen</b>	Kitchen Adjacent, outdoor area	Round table 10 adult chairs Oven Refrigerator Microwave oven Heating & air conditioning	Community / Not For Profit Hirers: <b>\$26 per hour for meetings</b> <b>\$31 per hour for cooking</b>  Business / For Profit Hirers: <b>\$41 per hour for meetings</b> <b>\$51 per hour for cooking</b>
<b>Cottage Maitland Meeting Room</b>	Meeting room Accommodates up to 30 people	35 adult chairs 6 trestles tables Heating & air conditioning	Community / Not For Profit Hirers: <b>\$36 per hour</b> Business / For Profit Hirers: <b>\$46 per hour</b>
<b>Entire Cottage: Maitland, Swinerton Rooms &amp; Kitchen</b>	Renovated, heritage cottage and garden. Separate street frontage Carpet Heating	See above	Community / Not For Profit Hirers: <b>\$58 per hour</b>  Business / For Profit Hirers: <b>\$68 per hour</b>

### **PAYMENT AND BOOKING NOTES:**

- Payment in full and completion of venue hire forms are required to confirm a booking.
- **We do not take bookings for parties of ages 15 to 18 year olds inclusive**, unless at the Manager's discretion. **We also do not allow DJ's, bands or helium balloons.**
- A bond of \$500 is required for all bookings, except for parties for ages 13-14 and 19 to 22 years where a \$1000 bond applies. This can be left as credit card details or a cheque.
- **All or part of the bond will be forfeited by the Hirer in the event of property damage, overstaying hire time period, additional caretaker visits, incomplete cleaning of venue, leaving rubbish, nuisance or noise caused to neighbours or loss of our community goodwill. NOTE: A \$75 fee will be deducted from the bond if rubbish is disposed of in SHNC, or neighbouring bins, including inappropriate disposal in traders bins.**
- Minimum booking period of 5 hours after 5pm on Friday and Saturday evenings.
- **Total hire time must include setting-up time and packing-up/cleaning time. Hirers cannot come in to the building before their hire time or any other time without the permission of SHNC.**

### **SURREY HILLS NEIGHBOURHOOD CENTRE (SHNC) SITE PLAN**



### **DOOR ACCESS CODE**

Instructions for entry into the building, the door access code and the Caretaker's telephone number (for urgent problems) will be emailed one week prior to the date of hire.

### **WHAT IS PROVIDED AND INCLUDED IN THE HIRE FEE?**

We recommend hirers use disposable or hired crockery, cutlery and glasses.

Some basic equipment is available (please wash/put away after use):

- Small amount of miscellaneous crockery, cutlery, and coffee mugs and plastic platters.
- Dishwashing liquid
- Small number of baking trays and pans
- Brooms, dust pan and brush, mop, bucket and floor cleaning liquid, vacuum.

## **WHAT HIRERS SHOULD PROVIDE, IF REQUIRED**

- All refreshments including tea, coffee and milk.
- Crockery and cutlery and glasses (disposable or hired).
- Tea towels, baking paper, garbage bags to take away rubbish.
- Additional items as needed.
- Note - Equipment for events can be hired from companies such as:

Place Settings – [www.placesettings.com.au](http://www.placesettings.com.au) Harry the Hirer – [www.harrythehirer.com.au](http://www.harrythehirer.com.au)

## **HEATING AND AIR-CONDITIONING**

**Chandler Room:** Air-conditioning and heating is available. Instructions and remote control are on the wall.

**The Cottage:** Heating is available. Instructions and control pad in the hallway. Air-conditioning is available in the kitchen and Maitland room.

## **TOY HIRE**

- Outdoor children's toys are available for hire at an extra charge of \$30.00 per event. Toys include: two Little Tykes ride-on cars, 3 small ride on toys, small slide, wheelbarrows, lawn mower, mini rocker, shopping trolley and a small basketball ring.

## **DECORATIONS**

- **Helium balloons are not permitted to be used within the Centre.** Regular balloons are allowed.
- Streamers and banners can be used, we recommend using 'blu tac' for putting up decorations.
- All decorations and 'blu tac' must be removed at the end of the event.

## **CHANDLER ROOM MUSIC SYSTEMS**

In the Chandler room there are two music systems:

- The music system on the benchtop plays CDs and an iPod (but not an iPhone or iPad)
- There is also a Bose Bluetooth speaker available for hire. **This is kept in a locked cupboard, hirers need to contact the SHNC to arrange to pick up a key during office hours prior to the party to access this speaker.** This will connect to any device that uses Bluetooth. There is no cost to hire this speaker, but hirers will be charged \$300 from their bond if the speaker/remote control/cables or key are lost or damaged.

## **NO SMOKING POLICY**

- Smoking is not permitted in any area of the SHNC buildings and grounds.

## **ALCOHOL POLICY**

- Hirers can apply to SHNC to consume alcohol whilst on the premises – please complete and return to SHNC the 'Application to Consume Liquor on Council Property' Form that is included in this pack.
- If alcohol is to be sold, then Liquor Licensing Victoria must be contacted (1300 650 367) and a Liquor Licence obtained.
- Responsible serving of alcohol regulations and guidelines must be observed. Alcohol must not be consumed by persons under 18 years of age.

## **OTHER PARTY INFORMATION**

- **We do not take bookings for parties of ages 15 to 18 year olds**, unless at the Manager's discretion
- **We do not allow DJ's or bands as we are in a residential area.** You can hire our Bluetooth speaker (no cost, but you need to pick up a key in the week before the booking, as it is kept locked.) Or you can bring your own Bluetooth speaker.
- Music must be kept at a reasonable volume with consideration to our neighbours. Music must finish at 10.30pm on Fridays and Saturdays and 10pm from Sundays to Thursdays.

- **Partysafe:** If the event is for a party for ages 13 - 14 years and 19 - 22 years, you must register your party with the Victorian Police through completing a Police Partysafe Form. The Partysafe form can be downloaded from [www.police.vic.gov.au](http://www.police.vic.gov.au), then search for Partysafe. Post Partysafe form to: Boroondara Crime desk, Boroondara Police Station, 34 Harp Road, Kew, 3101.
- SHNC does not provide barbeque facilities.
- Jumping castles and animal farms are not permitted within the Centre.

### **BEFORE LEAVING THE CENTRE**

- **Please vacate the premises promptly at the end of your hire time.** The caretaker will conduct a post-hire check after your booking.
- **Clean rooms used.** Sweep and mop floors where appropriate, wipe surfaces, replace chairs and tables and leaving the room in a tidy.
- **Remove all decorations and take rubbish home.**
- **Turn off kitchen equipment, lights, and heater/air-conditioner.**
- **Lock and secure all external doors.**

### **CONCLUSION TIMES**

All cleaning up must be completed within the room hire period and in line with the times indicated below.

<b>Days</b>	<b>Conclusion of Function and Music</b>	<b>Cleaning complete and Venue vacated.</b>
<b>Sunday to Thursday</b>	<b>10:00pm</b>	<b>10:30pm</b>
<b>Friday and Saturday</b>	<b>Music and function to finish - 10.30pm</b> <b>Guests to have left by - 11:00pm</b>	<b>12:00am</b>

### **CANCELLATION POLICY**

Surrey Hills Neighbourhood Centre adheres to the following policy regarding the cancellation of bookings. We cannot reschedule bookings at the last minute due to a change in personal circumstances.

Cancellations received more than 4 weeks prior to the booking date.	Full Refund
Cancellations received between 1 week and 4 weeks prior to the booking date.	50% Refund
Cancellations received less than 1 week prior to the booking date.	No Refund

### **GENERAL POLICIES**

- All hire is subject to the discretion of SHNC Management. Hirers are required to adhere to SHNC venue hire policies. The SHNC Management Committee grants the Hirer a non-exclusive licence to use the facility (including furniture & fittings, for their usual purpose) in accordance with the terms of the agreement and for the period of hire that has been booked. The SHNC Committee reserves the right to cancel a booking with at least 8 weeks' notice.
- The Management Committee reserves the right to review hire fees at any time and apply the new rate to any booking, current or future, from date of change.

- **CHILD SAFE ORGANISATION** Surrey Hills Neighbourhood Centre is a child safe organisation and is committed to promoting and protecting the interests and safety of children. We expect all groups and organisations who hire our rooms to comply with the requirements of the Commission for Children and Young People Act 2012 and to adhere to the Child Safe Standards if required to do so. A copy of our policy can be found on our website [www.surreyhillsnc.org.au](http://www.surreyhillsnc.org.au)

### **IN THE EVENT OF AN EMERGENCY**

**The Hirer is responsible for ensuring adequate procedures are followed in the event of an emergency.** Depending on the situation this may include some or all of the following:

- **Contact Emergency Services – Dial 000 for Ambulance, Fire or Police services.**

Our address is:

For the Chandler Room

157 Union Road  
Surrey Hills Vic 3127

For the Cottage

1 Bedford Avenue  
Surrey Hills Vic 3127

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- **Assist any person if safe to do so. Administer First Aid as appropriate.**
- **First Aid Kits** are located in the **Chandler Kitchen** and the **Cottage Kitchen**.
- **Alert office staff if emergency is during office hours, notify the caretaker if outside office hours.**
- **If necessary conduct an emergency evacuation of all persons using the nearest safe exit.** Diagrams of emergency exits and procedures are displayed in all rooms. Everyone should assemble in the Front Cottage Garden and not re-enter the building. The Hirer should account for all the people in attendance. The Hirer should be aware of anyone who has an issue with mobility or an impairment which could affect their ability to be aware of or escape in an emergency.

### **RESPONSIBILITY**

- No responsibility or liability is implied or accepted in relation to the property or personal effects of hirers or their guests or participants during the hire period at SHNC.
- Hirers are responsible for any damage caused to the premises or property. The costs of repair or replacements will be taken from the bond in the first instance, and if the cost is greater than the bond then the Hirer will be liable for any additional cost.
- Hirers may use only the space they have hired, plus toilets and grounds of the Centre. The user/s shall occupy, use and keep the premises at the risk of the Hirer in all respects and hereby releases to the full extent permitted by law, the Management Committee, the Boroondara Council and their respective servants and agents, from all claims and demands of every kind resulting from any accident, damage or injury to persons or personal property within. The user/s shall not neglect to do or permit to be done or leave undone anything which will affect the Centre and Council's Insurance Policy/ies to the extent that such policies are affected through any such act of commission or omission.



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## VENUE HIRE AGREEMENT

Name of Hirer.....

Address of Hirer.....

Phone number of Hirer.....

Email address of Hirer.....

Date of Hire.....

Start and finish time of Hire.....

Room(s) Hired.....

Description of Event.....

**DOOR ACCESS CODE:** I wish to be issued with the door access code: **YES/NO** (Please circle)

### **HIRE OF BLUETOOTH SPEAKER:**

I wish to hire the Bluetooth speaker -Chandler room only( No cost, see conditions below) **YES/NO** (Please circle)

**HIRE OF CHILDRENS OUTDOOR TOYS** (Cost \$30): **YES/NO** (Please circle)

Note we cannot give a refund if the toys are not used due to poor weather. You can either pay for the toys when booking, or wait until the week before the booking, so you can check the weather.

1. I have read, understood and agree to the Terms of Hire as stated in the Venue Hire Information.
2. I will not to give the door access code to any other person, under any circumstances, and only use the door code for the period of my hire.
3. I will report the loss of the door access code or any suspected breach of security immediately to Surrey Hills Neighbourhood Centre on 9890 2467 or Camberwell Police Station.
4. If hiring the Bose Bluetooth speaker, I understand I will have to collect a key before the booking, and that the speaker, both cables and the remote control need to be replaced in the drawer after use and the drawer locked, at the end of the event the key should be placed in our letterbox, otherwise I will be charged \$300 from my bond.
5. I will ensure the rooms are clean, take home all rubbish and lock all doors are when leaving.

Signed.....

Date.....

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## **APPLICATION TO CONSUME LIQUOR AT SURREY HILLS NEIGHBOURHOOD CENTRE**

Only complete and return this form to Surrey Hills Neighbourhood Centre if serving liquor at your function or event.

**Responsibility for this application is accepted by the following persons, who agree to ensure the observance of the following conditions:**

- Liquor can only be consumed if this form is completed and then SHNC provides their written consent.
- If liquor is to be **sold**, then Liquor Licensing Victoria must be contacted (1300 650 367) and a Liquor Licence obtained.
- No service of liquor to any person under the age of 18 years of age at any time and under any circumstances.
- Liquor may only be served up until 10.30pm.

Room Hired: \_\_\_\_\_

Type of function: \_\_\_\_\_

Is this a private function for which a licence is **not required**? **YES/NO** (Please circle as appropriate)

(Note if you are SELLING alcohol a liquor licence is required)

Date and Time of Function: From \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of applicant: \_\_\_\_\_

Address of applicant: \_\_\_\_\_

Phone number of applicant: \_\_\_\_\_

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

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

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Office Use Only. Consent of the Venue Manager:

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

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**HIRERS TO COMPLETE AND RETURN THIS FORM TO SURREY HILLS NEIGHBOURHOOD CENTRE**

**BOND FORM**

The bond amount is:

- **\$1000** for parties for ages 13-14 and 19-22 years
- **\$500** for all other venue hires

The bond can be left as credit card details written on the form or a cheque attached to the form.

Date of <b>hire of the venue</b>	Cardholder Name (as it appears on the card)	Expiry Date	Credit Card Number	Bond Amount \$
		-- / --	---- / ---- / ---- / ----	