

SPRINGVALE LEARNING & ACTIVITIES CENTRE – CONDITIONS OF HIRE as of 8 October 2015

1. The hiring of the Centre is between 3-00 pm Saturday and 12-00 midnight. The hiring fees are as follows:

\$200 – non-refundable/non- transferable booking fee paid immediately at the time of booking

\$500 – hiring fee

\$250 – refundable bond

These fees only apply for community groups. A different fee structure applies to private parties, e.g. birthdays, anniversaries, weddings etc. Please, contact the Centre staff for more information.

2. A booking fee of \$200 must be paid within two working days from the time of booking for each function. If the payment is not received within two working days, the Centre reserves the right not to hold the booking and give it to another hirer.
3. The bond \$250 and \$500 hiring fee must be paid within two weeks (14 days) to confirm the booking. If deposit and/or hiring fee are not received two weeks before the function, the Centre reserves the right to cancel the booking and will not re-fund the booking fee.
4. The booking fee will be forfeited if the booking is cancelled.
5. Payment of bond and hiring fees in due time is the hirer's responsibility. The due date and amount for each payment is stated on your copy of the Application Form. **The Centre staff members are not responsible for reminders in case of delayed payments and will act in accordance with the policies outlined above.**
6. Maximum capacity of the Centre is 300 people seated. The Centre provides tables and chairs to seat 300 people maximum.
7. There is no provision for crockery, cutlery, table cloths, tea towels or cooking utensils. The hirer must not use the Centre's crockery or utensils.
8. **HIRING FORMAT**
 - a. 3-00 pm - Hirers have access to Centre to set up hall for function. Inspect the building when you arrive on Saturday and if you find any damage/mess, call the office number immediately **9547 2647** and leave a message with the details. This will help SLAC staff to investigate the matter quickly and properly.
 - b. No amplified sound or music is allowed before 6.00pm unless a written approval is received by the Hirer from the Coordinator.
 - c. 12-00 midnight – Function, Music and any Amplified sound Must Stop and guests leave.
 - d. 1-00 am - Premises must be cleaned and vacated by everyone.
9. A Liquor License must be obtained where applicable: i.e. If Liquor is to be sold or consumed at the function or is included on the price of the tickets the appropriate License needs to be obtained. This information can be found at <http://www.justice.vic.gov.au/alcohol> or by contacting Responsible Alcohol Victoria.

121 Exhibition Street, Melbourne VIC 3000, GPO Box 4304, Melbourne VIC 3001
Phone: 1300 650 367 Fax (03)8684 1688

10. It is the responsibility of the Hirer(s) to have Public Liability Insurance Cover for their function. Committee of Management and or/ the Greater Dandenong Council accepts no responsibility for negligence on behalf of the hirer(s).
11. Any damage in or to the Centre and its furnishings is the responsibility of the Hirer(s) and the cost of repairs will be charged to the Hirer(s). It is suggested that the person whose name is on the hire agreement ensures that someone is delegated to oversee the safety of the Centre as a whole, in particular the foyer and the toilets and evict any troublemakers or uninvited guests.
12. The Hirer(s) will comply in every way and respect the regulations under the Health Act in regard to public buildings for the prevention of overcrowding and obstructions of exits and foyer. Information on this can be found at <http://www.health.vic.gov.au/hsc> on the Internet or by calling Telephone: (03) 8601 5200, or Toll Free: 1800 136 066.
13. The Committee of Management reserves the right for the Committee Members and/or appointed representatives to enter the Centre during your hire.
14. The bond will be sent to you within two weeks after your hire, providing the conditions listed below have been adhered to. A cheque will be sent by mail to the name and address on the application form.

When any non-compliance issues are identified, the hirer will be formally notified in writing by the end of the week following the hiring date. This notification letter to be taken as final decision of SLAC management and no further negotiations regarding bond refund will be held.

Conditions not adhered to will be deducted at the rate set out on the attached document

The Conditions are:

- The kitchen, the stove (including the oven) and refrigerator and the toilets MUST be left clean after the hire.
- The hall and rooms need to be swept and cleaned prior to leaving the Centre. All food and liquid spillages must be immediately cleaned from all surfaces, e.g. tables, benches and floors. Broom, mop and buckets are available to assist in this regard.
- Rubbish must be placed inside the large green bins, located in the carport, if there is excess rubbish then it is the hirer's responsibility to take it with them or ensure that it is left in plastic bags which need to be sealed to keep vermin out.
- Rubbish is also to be collected from the Building surrounds, including the rear car park.
- Decorations may only be attached to wall surfaces with removable tape and all tape and decorations must be removed at the end of the hire.
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Springvale Learning & Activities Centre Inc.
Hall hiring Policy and Conditions
Community Groups

Approved by Committee: September 2011. Updated October 2015

- Vehicles must only park in approved parking spaces either in the small car park at the front of the Centre or at the rear of the Centre. It is illegal for vehicles to be parked on nature strips and footpaths.
- In line with City of Greater Dandenong Policy, NO SMOKING is permitted within the building. CHEWING GUM IS ALSO PROHIBITED IN THE CENTRE.
- No illegal activities are permitted in the Centre, if you are found doing this and / or the police arrive then your bond is immediately forfeited.
- All lights (except security lighting) and the heater/air conditioner if used must be turned off at the end of the Hire.
- The use of BBQ's/SPITS is not permitted to be used inside of the building.
- Any damage/breakages must be reported and are the responsibility of the Hirer to restore to the pre function condition.
- Chairs must be stacked in stacks of 12 (seats facing inwards) neatly in the storage area, tables must be wiped down and then stood up and stacked top of table against top of table. Please, refer to the enclosed picture of how tables and chairs must be stacked.
- Please, use chair trolley and table trolley for your own safety.
- The Centre must be properly secured on leaving the building.

Every Monday morning SLAC staff member will check for any non-compliance matters reported by the cleaning company.

Please complete, sign and return the attached application for Hire Form with the booking fee of \$200 (for each function) within 2 working days from the date on the booking form.

Cheques/Money Orders –should be made payable to Springvale Learning & Activities Centre Inc. (SLAC Inc.)

Springvale Learning & Activities Centre Inc.
Attention: Centre Manager
P O Box 277
Springvale 3171

LIST OF DEDUCTIONS

AMOUNT	ITEMS
\$50	Chairs and tables not clean and stacked properly
\$50	Additional cleaning in the Hall (e.g. soft drink spillages)
\$50	Additional cleaning in toilets, foyer or areas immediately outside the building.
\$50	Additional cleaning in the kitchen: sinks, stove, oven, fridge or else.
\$50	Lights left on
\$50	Heater left on
\$50	Decorations not removed properly
\$50	Unnecessary discharge of fire extinguishers
\$50	Scratching of hall/stage floor
\$50	Smoking anywhere in Centre
\$50	Late Return of key (later than 11.30am the following Monday, or the closest business day when Monday is a Public Holiday).
\$100	Chewing Gum anywhere in the building
\$50	Food and Drink in Carpeted areas
\$50	Excess rubbish not sealed or disposed of properly
\$50	Rubbish not collected from the Building surrounds, including front door area and car park in Queens Avenue.
\$100	Failure to lock up Centre securely
\$150	Loss of Centre Key

The entire bond will be retained if more than 2 non-compliance matters from the list above occur.

For any damage to the Centre or furnishings (e.g. hole in walls; broken furniture, etc.) a quote will be obtained and relevant amount including admin overheads will be deducted from the bond.

Please, note that in case of serious breaches, the entire bond will be retained:

- The entire Bond will be retained if hire (function) and or Music/Amplified sound continues after 12-00 (midnight).
- The entire bond will be retained if the hirer enters the hall or building to set up, clean or inspect the building and in any way cause any disturbance to other groups using the Centre **before 3pm** on a Saturday or the day before.
- The entire Bond will also be retained if Police are called for disturbances.
- The entire Bond will be retained in case of a repeat breach of the rules/conditions of hire and the group will not be allowed to hire the Springvale Learning & Activities Centre Hall again.

Collection of Key

The key is to be collected from the Centre on the Thursday morning prior to the Hire, between the hours of 9-00 am and 12-00 noon.

The key must be returned at the conclusion of the function or returned to the Centre between 9.30 am and 11.30am on the morning of the next business day.

PLEASE NOTE:

- FOR THE BENEFIT OF THE LOCAL RESIDENTS YOUR ARE REQUESTED TO ENSURE THOSE ATTENDING YOUR FUNCTION, INCLUDING CHILDREN REMAIN IN THE BUILDING DURING THE EVENING AND THAT GUESTS LEAVE VIA THE HALL DOOR ON THE RAILWAY SIDE OF THE BUILDING.
- MUSIC and/or AMPLIFIED SOUND MUST NOT CONTINUE PAST 12-00 MIDNIGHT AND AT ALL TIMES BE KEPT AT A REASONABLE LEVEL. THE BUILDING MUST BE CLEANED AND VACATED (including cleaners) BY 1-00 AM OTHERWISE BOND WILL BE RETAINED.
- PLEASE REMEMBER THAT THE LOCAL COMMUNITY IS TRYING TO SLEEP. If the Committee of Management hears of any disturbance resulting in attendance of the police your group will not be permitted to hire the centre again.
- PLEASE REMEMBER UNDER NO CIRCUMSTANCES SHOULD THE HALL BE SET UP BEFORE 3PM

HELPFUL HINTS to avoid Disappointments

Read the hiring policy and conditions carefully. Make sure you understand all conditions.

If the name or address of the person in charge of hiring changes before the function date, please notify the office. The bank fee for cheque cancellation will be transferred onto the hirer.

Springvale Learning & Activities Centre Inc.
Committee of Management