

BOOKING PROCEDURE

The hiring fees are as follows:

Rooms	Community Groups Rate per hour	General Rate per hour
Training Room	\$18	\$20
Supper Room	\$22	\$30
Computer Lab	\$20	\$40
Kitchen	\$12	\$15
Hall	\$25	\$70

Conditions for hiring

- Payment of fees in due time is hirer's responsibility.
 - 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).
 - Hirer(s) have access to the equipment and facilities available in the room.
 - It is the responsibility of the Hirer(s) to report any damage/breakages, call the office number immediately on **9547 2647** and leave a message with the details. This will help SLAC staff to investigate the matter quickly and properly.
 - 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.
 - The Committee of Management reserves the right for the Committee Members and/ or appointed representatives to enter the Centre during your hire.
- The kitchen, the stove (including the oven) and refrigerator and the toilets MUST be left clean after the hire.
 - Rooms need to be cleaned prior to leaving the Centre. All rubbish removed any 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.

Springvale Learning & Activities Centre Inc. Hall hiring Policy and Conditions

Rooms

Approved by Committee: June 2017

Effective: 1 July 2017

- 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.
- All lights (except security lighting) and the heater/air conditioner if used must be turned off at the end of the Hire.
- It is the responsibility of the Hirer to restore the rooms to the pre function condition. Tables and chairs and other equipment must be returned to its original set up before leaving the Centre.
- The Centre must be properly secured on leaving the building.

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 invoiced to the hirer.

Collection/return of Keys

Must be arranged with the Centre staff.

Emergency Guidelines – refer to attached document.

Springvale Learning & Activities Centre Inc.

Committee of Management

August 2017