



St Albans Community Centre



BOWERY THEATRE – STACC ROOM HIRE

1. VENUE INFORMATION

Address: 33 Princess Street, St Albans (Melways: 26 A1)

Phone: 03 9249 4600

Email: STACC@brimbank.vic.gov.au

Room	Regular capacity *subject to change based on DHHS COVIDSafe advice	Facilities specific to space
Art / Craft space	12	Sink 10 x Easels
Consulting Room	Designed for 1 on 1 meetings	PC (no printing available) Basin
Dance Studio	15	Mirrors Ballet Barres Speakers
Flexible Space 1	96	Kitchen 24 tables 96 chairs Projector and screen
Flexible Space 2	96	Shared Kitchen Projector and screen 24 tables 96 chairs Projector and screen
Flexible Space 3	96	Shared Kitchen 24 tables 96 chairs Projector and screen
IT Training room	13	13 PCs (no printing available) Projector and screen
Meeting room 1 (ground floor)	30	Small Kitchen Projector and screen 10 tables 30 chairs
Meeting room 2 (first floor)	28	Projector and screen Small Fridge Sink and a zip Tap 9 tables 28 chairs

- 1.1.** Council centres (and halls) are not purpose built function centres but community buildings available at an affordable cost. Hirers must be aware that whilst every attempt is made to keep the rooms in centres in good functioning order, there will inevitably be times when maintenance issues will occur. Council will take reasonable steps to fix these. However hirers accept the risk to conduct their activity with a chance of this situation arising when making a booking and acknowledge that compensation will not be given unless the incident impedes the event from taking place.

2. CONDITIONS OF USE

2.1. BOOKINGS

- 2.1.1. Casual bookings are made in line with Council's licences and leases policy.
- 2.1.2. All requests for bookings for venue hire must be made online via IMS: <https://imscomply.com.au/brimbankch/> or can be in writing using the attached application form. Return your completed form to stacc@brimbank.vic.gov.au or in person to St Albans Community Centre or via Bowery Theatre staff.
- 2.1.3. **Payment** can be made following the options on the invoice, or online via your IMS account.
- 2.1.4. **Bookings must be made a minimum of 10 business days prior to the date**, and will not be confirmed until payment is made. Bookings are tentative until confirmation is given in writing.

- 2.1.5. Hirers must advise STACC of any changes to their casual bookings or requests for extra use of the facility at a minimum 10 business days prior in writing. Paid and confirmed bookings cannot be changed.
- 2.1.6. All hirers are required to provide a current and active email for a nominated contact person as this will be used as the main means of communication between Council officer(s) and the hirer.
- 2.1.7. Bookings will not be held if full payment is not received at least 10 business days prior to the booking. If payment is not made at this time, your booking will be cancelled.
- 2.1.8. **Cancellation** - A minimum of 10 business days' notice of cancellation is required in writing to stacc@brimbank.vic.gov.au or all hire fees will be retained.
- 2.1.9. Hirers are responsible for adhering to authorised start and finish times. Setup and pack-up included in the hire times. Failure to do so may result in retention of bond.

2.2. NOISE / FINISHING TIMES

- 2.2.1. The hirer will lower or discontinue noise/music if required, eg. as requested by police, security guard or a council representative if local residents complain. All functions must be finished as per curfew times listed in the below table. THESE TIMES ARE NOT NEGOTIABLE. Any breach of curfew times will result in a FULL bond forfeit.

Curfew Times	
Friday & Saturday	Sunday - Thursday
11pm: Activity ends and all noise to cease 12 midnight: Hirer leaves the building	10pm: Activity ends and all noise to cease 11pm: Hirer leaves the building

- 2.2.2. Amplified music and general noise levels must be kept at a level that complies with the provisions of the Environmental Protection (Noise) Regulations 1997 and comply with any orders given by the Council Officers. Consideration must also be given to the impact on other hirers.

2.3. SECURITY – specific to casual hires

- 2.3.1. Security will be arranged to open and/or close the facility if your hire starts and/or ends outside of staffed hours (9:00am – 5:00pm Monday – Friday, 9:00am – 12:00pm Saturday).
- 2.3.2. Hirers should not be in the building outside allocated hours, any breach of these conditions may result in immediate termination of the hire agreement and forfeit any future bookings.
- 2.3.3. Hirers are responsible for ensuring that all windows and doors in the building are securely locked before leaving their room/s.
- 2.3.4. Casual hirers are not provided with keys or swipe cards.
- 2.3.5. Please contact 9690 4711 only for security issues outside of business hours, for all other times please contact Brimbank City Council on 9249 4600.
- 2.3.6. Level of Risk - Each booking will be assessed for its level of risk. Risk factors include: type of event; number of people attending; the promotion of the event and alcohol. Based on this level of risk, which will be assessed by Centre staff, the hirer may be charged for staff and/or security. Staffing and/or security will be agreed to before the hire is approved.

2.4. INSURANCE

- 2.4.1. The hire includes Public Liability Insurance for \$10 million. A resume of the Insurance policy may be obtained from Council's Risk Management Department.

2.5. OPERATING PROCEDURE

- 2.5.1. All hirers need to show respect to other users, and staff, at all times.
- 2.5.2. All users are to respect other hirers' equipment and belongings.
- 2.5.3. All hirers must provide their own equipment, i.e. cooking utensils, electrical equipment, cables and extension cords etc.
- 2.5.4. Brimbank City Council is not liable for damage to or loss of equipment or food belonging to hirers.
- 2.5.5. There is no storage space available for new regular hirers. There is no additional storage space available for existing regular hirers. Replacement of storage cupboard keys will be at a cost of \$20.00 per key.
- 2.5.6. Users are required to reset furniture as per site layout displayed in each room.
- 2.5.7. All breakage and damage must be reported promptly to STACC staff on 9249 4600 so that repairs and/or replacements can be effected. Compensation for damage will be required.
- 2.5.8. Children must be supervised by an adult at all times whilst in the facility.
- 2.5.9. Brimbank City Council Facilities are non-smoking environments. Smokers must not smoke within 10m of a doorway leading into the Centre.
- 2.5.10. The hirer hereby indemnifies the Council against any claim for breach of Copyright for the playing or recording of any form of music and recommends hirers contact Australian Performing Rights Association 9426 5200 for more details.
- 2.5.11. All emergency exit doorways and passageways must be left clear at all times.
- 2.5.12. No drugs or illegal substances are to be consumed or brought into the premises, anyone found to be using or conducting illicit activities will be removed from the facility. No persons who appear to be adversely affected by alcohol or illegal substances will be permitted to enter the facility.
- 2.5.13. If fire alarms are set off during the hire, the hirer may be responsible for the call out fee of the Melbourne Metropolitan Fire Brigade, as per current fees and charges at frv.vic.gov.au

- 2.6. **EMERGENCY PROCEDURES:** The hirer is responsible for making themselves and other visitors familiar with the Emergency Procedures that can be found within the facility. In the case of a fire, the hirer must ensure everyone has safely left the building

including those using toilets. For all emergencies where POLICE, FIRE BRIGADE or AMBULANCE are required call 000. Fire extinguishers and Fire blankets are only for extinguishing fires within or near the facility and must not be used for any other purpose. If an emergency occurs during your hire period or if you have identified issues with the emergency equipment or procedures within facility please inform Brimbank City Council Customer Service on 9249 4000.

- 2.6.1. For all bookings outside of hours, the hirer must provide a door person for the duration of their booking as the centre's doors will not open automatically for guests after hours. Doors are not to be chocked open or blocked.
- 2.6.2. The hirer must not erect any signs or notices in the interior or exterior of the Centre and its rooms without the Council's prior written consent. Approved signs or notices are only permitted to be displayed during the hire times of the booking.
- 2.6.3. No disorderly behaviour will be tolerated at Council community facilities. Any hirer or visitor found to breach this clause and failure to act on or rectify behaviour risks their agreement being suspended, cancelled or terminated. Hire fees for terminated bookings under this clause will not be refunded.
- 2.6.4. All electrical equipment brought into the Centre will need to be tagged and tested to ensure safe use of that equipment.
- 2.6.5. No gas cylinders are permitted to be brought into the building.
- 2.6.6. All hirers must be inducted to the facility prior to their booking.
- 2.6.7. Should Council's caretaker or security monitoring contractor be required to attend due to incorrect use of site, the hirer will be charged a call-out fee.
- 2.6.8. Drawing pins, nails, screws or adhesive tape must not be used to affix decorations. All decorations are to be completely removed after any particular hire. If any items remain, the cost of removal may be deducted from the bond or invoiced to the hirer responsible. Under no circumstances is sticky tape to be applied to any surfaces. Blu-Tac is recommended. No decorations are to be placed on ceiling fans or light fixtures. No loose helium balloons permitted.
- 2.6.9. Care must be taken to use the kitchens and the equipment within them safely.
- 2.6.10. Hirers must adhere to the room capacities at all times. Failure to adhere to capacities will result in a formal warning and further penalties may apply. If COVID restrictions are put in place by the Victorian Department of Health & Human Services, then reduced capacity may apply, or capacity may be changed at short notice.

2.7. CLEANING

- 2.7.1. The hiring party is responsible for leaving the building in a reasonable clean and tidy condition.
- 2.7.2. Rubbish is to be placed in bins in the bin room – ask staff or security to grant access to the bin room.
- 2.7.3. All surfaces, including tables, chairs, stove and sinks must be wiped clean.
- 2.7.4. All floors to be swept / mopped if dirty. Hirer is responsible for removing any spillage throughout the hire.
- 2.7.5. All chairs are to be wiped down and arranged according to the respective Room Configuration as per notice boards.
- 2.7.6. All brooms and cleaning equipment / materials to be returned to kitchen or respective area.
- 2.7.7. All decorations are to be removed, including all balloons, pieces of string, etc. If the room is not left in a clean and tidy state the hirer may be liable for the cost of any additional cleaning that is required.

2.8. LEGAL OBLIGATION

- 2.8.1. Any hirer which supplies alcohol on any Council premises must ensure that it satisfies all material laws and regulations and in particular all requirements of the Victorian Commission for Gambling and Liquor Regulations (VCGLR), including applying for and obtaining any licence that may be required by VCGLR and providing a copy of any such licence to STACC. VCGLR contact details are telephone 1300 182 457 or email contact@vcglr.vic.gov.au
- 2.8.2. Hirers wishing to gamble on the premises must apply to the VCGLR on 1300 182 457 for the appropriate permit.
- 2.8.3. Any hirer planning to serve food to either their members or the general public must speak to Environmental Health Services Unit on 9249 4919 for advice and to obtain the appropriate permit if required.

NOTE: 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 provided they fit within the aims and objectives of Brimbank City Council.

THANK YOU FOR YOUR COOPERATION