



St Albans Community Centre



CASUAL ROOM HIRE

Casual room hire applies to a maximum of 9 bookings per year for meetings, training, workshop and rehearsals

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 Studio	14	Sink Up to 10 x Easels Whiteboard 3 tables 14 chairs
Consulting Room	Designed for 1 on 1 meetings	1 round table 5 chairs Basin
Dance Studio	15	Mirrors Ballet Barres Audio/Speakers
Flexible Space 1	96	Kitchen 24 tables 96 chairs Projector and screen Whiteboard
Flexible Space 2	96	Shared Kitchen 24 tables 96 chairs Projector and screen Whiteboard
Flexible Space 3	96	Shared Kitchen 24 tables 96 chairs Projector and screen Whiteboard
Meeting room 1	30	Kitchen Projector and screen 10 tables 30 chairs Whiteboard
Meeting room 2	28	Projector and screen Small Fridge Sink Microwave 9 tables 28 chairs Whiteboard

- 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, and the Community Facilities Operating Guidelines
- 2.1.2. All requests for bookings for venue hire must be made online via IMS: <https://imscomply.com.au/brimbankch/>. An application must be completed by the hirer. The hirer, having submitted the application online, undertakes to comply with the conditions of use. Completion of the application does not necessarily mean approval will be given.
- 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 of the booking**, 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.
- 2.1.10. After hours bookings will be held for 60 minutes past the start time, at which point it will be considered a 'no-show' if the hirer has not arrived and the building will be locked. Full hire fees will be retained.

2.2. HIRE FEES – Specific to casual hires

- 2.2.1. **Rate A:** This rate will apply to non-commercial non-profit community groups. As per our Community Facilities Operating Guidelines, in order to receive the discounted Community Groups rate, the organisation must be a registered Incorporated Association, or other registered legal non-profit status that is agreed in writing by Council, who are able to demonstrate the group is voluntary and receive minimal or no funding to run group activities or programs with at least 50% of its members being Brimbank residents. Please attach a copy of your certificate of incorporation, and other supporting documents.
- 2.2.2. **Rate B:** Standard rate for hirers that do not meet the criteria for Rate A. This rate applies to commercial, government funded and/or for profit organisations. Attendees may be charged a fee for attending.
- 2.2.3. **Senior Citizens:** Please attach a copy of your certificate of incorporation, a statutory declaration stating that at least 50% of your group members are over the age of 55 and are Brimbank residents, and other supporting documents.
- 2.2.4. Casual hirers will be required to deposit a refundable bond of \$541 depending on the nature of hire, unless otherwise agreed.

Casual Room Hire (including GST) as of January 2024					
Rate A (Community Group) Per Hour		Rate B (Standard) Per Hour		Seniors Per 5 Hour Session	
One Flexible Space	\$22.00	One Flexible Space	\$46.70	One Flexible Space	\$11.30
Two Flexible Spaces	\$32.60	Two Flexible Spaces	\$52.90	Two Flexible Spaces	\$15.70
Three Flexible Spaces	\$43.00	Three Flexible Spaces	\$70.50	Three Flexible Spaces	\$22.00
Meeting Room 1	\$22.90	Meeting Room 1	\$46.70	Meeting Room 1	\$11.80
Meeting Room 2	\$22.90	Meeting Room 2	\$46.70	Meeting Room 2	\$11.80
Art & Craft Studio	\$22.90	Art & Craft Studio	\$46.70	Art & Craft Studio	\$11.80
Dance Studio	\$22.90	Dance Studio	\$46.70	Dance Studio	\$11.80
Consulting Room	\$22.90	Consulting Room	\$46.70	Consulting Room	N/A

2.3. NOISE / FINISHING TIMES

- 2.3.1. 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 bookings 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

- 2.3.2. 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 and smooth running of the Centre.

2.4. SECURITY – specific to casual hires

- 2.4.1. 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). This cost is charged to the hirer at \$53.00 per visit (subject to change).
- 2.4.2. For casual hires after hours, a staff member and/or security may be required for the full duration of the hire, with costs being billed to the hirer.
- 2.4.3. 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.
- 2.4.4. Hirers are responsible for ensuring that all windows and doors in the building are securely locked before leaving their room/s.
- 2.4.5. Casual hirers are not provided with keys or swipe cards.
- 2.4.6. Please contact 9690 4711 only for security issues outside of business hours, for all other times please contact Brimbank City Council on 9249 4600.
- 2.4.7. 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. Based on this level of risk, which will be assessed by Centre staff, the hirer may be charged a higher bond and for staff and/or security. Staffing and/or security will be agreed to before the hire is approved.

2.5. INSURANCE

- 2.5.1. The hire includes Public Liability Insurance for \$20 million. A resume of the Insurance policy may be obtained from Council's Risk Management Department.

2.6. OPERATING PROCEDURE

- 2.6.1. All hirers need to show respect to other users, and staff, at all times.
- 2.6.2. All users are to respect other hirers' equipment and belongings.
- 2.6.3. All hirers must provide their own equipment, i.e. cooking utensils, electrical equipment, cables and extension cords etc.
- 2.6.4. Brimbank City Council is not liable for damage to or loss of equipment or food belonging to hirers.
- 2.6.5. Users are required to reset furniture as per site layout displayed in each room. Failure to do so may result in a bond deduction.
- 2.6.6. Furniture may not be removed from the room at any time.
- 2.6.7. 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.
- 2.6.8. Children must be supervised by an adult at all times whilst in the facility.
- 2.6.9. Brimbank City Council Facilities are **non-smoking environments**. Smoking and vaping must not be within 10m of a doorway leading into the Centre.
- 2.6.10. 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.
- 2.6.11. All emergency exit doorways and passageways must be left clear at all times.
- 2.6.12. 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.
- 2.6.13. 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
- 2.6.14. 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.
- 2.6.15. 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.
- 2.6.16. 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.
- 2.6.17. All electrical equipment brought into the Centre will need to be tagged and tested to ensure safe use of that equipment.
- 2.6.18. No gas cylinders are permitted to be brought into the building.

- 2.6.19. All hirers must be inducted to the facility prior to their booking. This is to ensure you are familiar with the operation of the facilities and emergency procedures.
- 2.6.20. 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.
- 2.6.21. Drawing pins, nails, screws or adhesive tape must not be used to affix decorations. All decorations are to be completely removed after any 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.
- 2.6.22. Care must be taken to use the kitchens and the equipment within them safely.
- 2.6.23. 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. 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.

2.8. CLEANING

- 2.8.1. The hiring party is responsible for leaving the building in a reasonable clean and tidy condition.
- 2.8.2. No rubbish is to be left in the bins in the kitchens or rooms. Rubbish bin liners are to be placed and rubbish in bins provided in the bin room – ask staff or security to get access to the bin room.
- 2.8.3. All surfaces, including tables, chairs, stove and sinks must be wiped clean.
- 2.8.4. All floors to be swept / mopped if dirty. Hirer is responsible for removing any spillage throughout the hire.
- 2.8.5. All chairs and tables are to be wiped down and arranged according to the respective Room Configuration as per notice boards. Failure to do so before vacating premises will result in a bond deduction of \$130.00.
- 2.8.6. All brooms and cleaning equipment / materials to be returned to kitchen or respective area.
- 2.8.7. 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.

2.9. LEGAL OBLIGATION

- 2.9.1. 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 Liquor Commission, including applying for and obtaining any licence that may be required by VLC and providing a copy of any such licence to STACC. VLC contact details are telephone 1300 182 457.
- 2.9.2. Gambling is not permitted within any Brimbank City Council facility, at any time.
- 2.9.3. 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.
- 2.9.4. If food or alcohol permits are required for your hire, they must be clearly displayed in the A4 snap frames provide near the kitchen serveries.

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

I agree with all of the conditions outlined in the St Albans Community Centre – Conditions of Use.

<i>Signature of Applicant</i>		<i>Date:</i>	
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