



St Albans Community Centre



FUNCTION & EVENTS HIRE

Function and Events room hire applies to any booking that fall under any type of celebration and/or conference with food and beverage.

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
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

- 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. Function 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 at <https://creativebrimbank.com.au/venue-hire/st-albans-community-centre-stacc/functions-and-events>
- 2.1.3. Completion of the application does not necessarily mean approval will be given.
- 2.1.4. An application must be completed in full and submitted by the hirer. The hirer, having submitted the application, undertakes to comply with the Conditions of Use.
- 2.1.5. Payment can be made using any of the payment options listed on the invoice.
- 2.1.6. Bookings must be made a minimum of 10 business days prior to the function and will not be confirmed until all documentation is returned as required and full payment is made. Bookings are tentative until confirmation is given in writing.
- 2.1.7. Advance bookings are required to ensure that the centre will be available for use. Bookings should be made as early as possible.
- 2.1.8. Changes to bookings or requests for extra use of the facility must be made at a minimum 10 business days prior in writing. Changes to functions bookings cannot be made after payment has been received.
- 2.1.9. An invoice will be issued itemising hire fees, booking fees, bond, and security charges.
- 2.1.10. The non-refundable booking fee (\$103.00) must be paid no later than 5 business days after your booking application is received. If payment of the booking fee is not made at this time, your booking will be cancelled.
- 2.1.11. Bookings will not be held if full balance of payment is not received at least 10 business days prior to the function. If payment is not made at this time, your booking will be cancelled.
- 2.1.12. **Cancellations** - 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. The booking fee will not be refunded regardless of notice given.
- 2.1.13. Booking fees, hire fees and security charges paid cannot be transferred to a new booking if you change the date of your booking.
- 2.1.14. 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.
- 2.1.15. 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 to cover hire fees and security guard costs.
- 2.1.16. 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 function hires

- 2.2.1. **Booking Fee:** A booking fee of \$103.00 applies to each function and is non-refundable.
- 2.2.2. **Hire fees** are listed below as of January 2024. At least one hour set-up and one hour clean-up time is to be allowed for in total hire time.
- 2.2.3. **Seniors & Community Rate** applies in very specific circumstances only, at the discretion of Brimbank City Council.

Function Room Hire (including GST) as of January 2024		
Booking Fee: \$103.00		
FACILITIES	Standard Rate Per Hour	Seniors/Community Rate Per Hour
One Flexible Space	\$89.40 per hour + security	\$56.00 per hour + security
Two Flexible Spaces	\$102.50 per hour + security	\$64.20 per hour + security
Three Flexible Spaces	\$117.20 per hour + security	\$73.20 per hour + security

- 2.2.4. **Bond:** A bond payment is required for each function booking.
- 2.2.5. **Standard Bond:** \$541.00
- 2.2.6. **Bond for High Risk Event:** \$1,082.00
- 2.2.7. Bond money will be returned when Brimbank City Council staff are satisfied that the hirer has met the requirements stated in the Function Hire Conditions of Use. Any portion of the bond retained by Council will incur 10% GST.
- 2.2.8. Bonds are returned via a Brimbank City Council cheque. Please allow up to 6 weeks after your function for cheque to be received at the address of the key contact listed on the booking form.
- 2.2.9. **Security:** At least one security guard is required for the duration of your booking. Rates as of January 2024. A minimum allowance of 4 hours security for each booking applies.

Security Rates	
Day	Charge per hour per guard
Monday - Friday	\$60.00
Saturday	\$69.00
Sunday	\$91.00

- 2.2.10. Front of House and/or Technical Staff may be hired at an extra charge and subject to availability. Please discuss with STACC staff if you require staffing. Please note, no staff are present at STACC after 5pm Weekdays, after 12:00pm Saturdays and all day Sunday.

2.3. NOISE / FINISHING TIMES

- 2.3.1. The hirer will lower or discontinue the noise/music if required, e.g. if requested by Police, security guard or a Council representative or 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: Function ends and all noise to cease	10pm: Function ends and all noise to cease
12 midnight: Hirer leaves the building	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 function hires

- 2.4.1. Security will open the facility for you at the start of your booking time.
- 2.4.2. At least one security guard is required for the duration of the hire, with costs being billed to the hirer. The number of security guards required depends on the number of rooms and people attending the event/function and the type of activity taking place.
- 2.4.3. Hirers should not be in the building outside allocated hours. Any breach of these conditions may suspend or terminate the right to use the venue and may result in additional charges and/or a delay of the bond refund.
- 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. Function hirers are not provided with keys or swipe keys.
- 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 and alcohol. Based on this level of risk, which will be assessed by Centre staff, the hirer may be charged for a higher bond and additional 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 summary 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 hirers are to respect equipment that belongs to STACC and other users.
- 2.6.3. All hirers must provide their own equipment, i.e. cooking utensils, 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. Function bookings are not entitled to storage space.
- 2.6.6. Users are required to return furniture to the correct position, as per site layout in notice boards at the Centre. Failure to do so before vacating premises will result in a bond deduction of \$130.00.
- 2.6.7. Furniture may not be removed from the room at any time.
- 2.6.8. 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 and may be deducted from bond.
- 2.6.9. Children must be supervised by an adult at all times whilst in the facility.
- 2.6.10. Brimbank City Council Facilities are **non-smoking environments**. Smoking and vaping must not be within 10m of a doorway leading into the Centre.
- 2.6.11. 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.
- 2.6.12. All emergency exit doorways and passageways must be left clear at all times.
- 2.6.13. 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.
- 2.6.14. 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
- 2.6.15. 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.
- 2.6.16. 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.
- 2.6.17. 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 group.
- 2.6.18. 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.
- 2.6.19. All electrical equipment brought into the Centre will need to be tagged and tested to ensure safe use of that equipment.
- 2.6.20. No gas cylinders are permitted to be brought into the building.
- 2.6.21. 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. The inductee must attend the function.
- 2.6.22. 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.
- 2.6.23. 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.
- 2.6.24. Flexible spaces are fitted with lighting which may be used by the hirer if they have been instructed on the use at a site induction. Breakage or loss of the remote control will result in a bond reduction of \$50.00.
- 2.6.25. Neither the Council nor its employees shall be liable for any loss, theft or damage sustained by the hirer or any person associated with the booking.
- 2.6.26. Hires 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.
- 2.6.27. Kitchen access is included in hire. Care must be taken to use the kitchens and the equipment within them safely.
- 2.6.28. If you require a kitchen only, it will incur the cost of hiring the associated flexible space.

2.7. CLEANING

- 2.7.1. The hiring party is responsible for leaving the building in a reasonable clean and tidy condition. IF CLEANING INSTRUCTIONS ARE NOT ADHERED TO, BOND WILL NOT BE FULLY REFUNDED.
- 2.7.2. 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.
- 2.7.3. All surfaces, including tables, chairs, stove and sinks to 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 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.



- 2.7.6. 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.
- 2.7.8. Any damage caused, or failure to leave the room and furniture clean, will impact on the amount of bond being returned.

3. CONDITIONS SPECIFIC TO FUNCTIONS

- 3.1. **Social Media** - No function is to be promoted on open publicly accessible social media sites. In the event that the centre becomes aware of promotion on open social media sites, the function will be cancelled immediately. If this is within 10 business days or less of function date, all hire fees will be forfeited. Only the bond will be refunded.
- 3.2. **Some functions may be considered high risk** – if advised by Brimbank City Council, the booking must be registered with the Victoria Police PartySafe Program and evidence of this provided to Council before approval can be given. Visit Victoria Police Partysafe Program and email the completed form to stacc@brimbank.vic.gov.au
- 3.3. Both the applicant and nominated other responsible person must remain on the site throughout the function and will be responsible for function behaviour.

4. LEGAL OBLIGATIONS

- 4.1. 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.
- 4.2. Gambling is not permitted within any Brimbank City Council facility, at any time.
- 4.3. 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.
- 4.4. 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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