



Policy and Procedure – Room Hire

SCOPE

Camberwell Community Centre (CCC) provides friendly, non-discriminatory venue hire for community groups and not-for-profit organisations to hold meetings or run community programs and workshops. Rooms at CCC may also be used by individuals and organisations for profit as part of the centre's ongoing support of community engagement. Fairholm Hall is available for hire by individuals for special occasions (not PARTIES) and functions. The new building is a community asset and we welcome all enquiries that meet our hiring standards. As the Camberwell Community Centre is next to residential homes we are mindful of our neighbours wellbeing.

PROCEDURE

Payment

Payment must be made in full to confirm the booking. If your program is running outside office hours you will be issued with a swipe card to access CAMBERWELL COMMUNITY CENTRE.

If your booking is ongoing, you will be invoiced at the end of each month. Our terms are strictly 14 days.

Cancellation of Booking

If your booking is for a program that will run regularly for a term, or on an ongoing basis, cancellation must be made at least **14 days prior** to the end of the previous term. Where your booking is for a "one off" event/program cancellation must be made at least **7 days prior** to the event/program. Refunds will not be paid when insufficient notice is given.

Permission to Occupy

You shall only be entitled to the use of the particular part or parts of the building booked on the date and time set out in the booking form and CCC reserves the right to permit any other portion of the building to be used for any other purpose at the same time.

Good Order and Condition

CCC is used on the understanding that the hirer is responsible for leaving facilities in a tidy and reasonable condition. Tables must be folded away and chairs stacked in the storage cupboards. Cleaning equipment is made available. Detailed instructions regarding your responsibilities for cleaning and rubbish removal are set out in the room manuals.

You as the Hirer, are responsible for any damage that occurs. Hirers should notify the Centre if they notice any damage, or equipment requiring repair or maintenance. Please note that any tape (sticky, masking, duct or otherwise) must not be used on any surfaces in any of the rooms. Please be aware that Blu-Tac or similar can also cause damage and is not recommended.

Furniture and Equipment

Hirers may use the chairs, tables, AV equipment and whiteboard (use whiteboard markers only). Please ensure all equipment is put away properly at the end of your session.

Heating/cooling is available to all but must be turned off at the end of booking session. DON'T FORGET THE LIGHT IN ROOMS.

Kitchen facilities are available to all groups at the Centre however the supply of tea/coffee and milk is expected from Hirers.

Hirers are responsible for all items brought onto the premises and their use. Any damage caused by these items or through their use will be the responsibility of the hirer and will incur a charge against the bond.

Security

If your program is being run outside normal CCC office hours, a swipe card will be issued to the tutor/group facilitator running the program prior to the start of the booking.

Also keypad code to front entrance door.

Parking gates to upper and lower levels are generally closed outside of Monday to Friday business hours – discuss your parking needs with the office prior to event/program.

Doors must be locked and lights/air conditioning turned off at the end of your session.

If you are the last group to leave the building, please ensure that someone waits with you while you pack up and check that the door is locked and lights are turned off.

Child Safe Organisation

CAMBERWELL CC is a child safe organisation and is committed to promoting and protecting the interests and safety of children. We expect all groups and organisations who hire our rooms to comply with the requirements of the *Commission for Children and Young People Act 2012* and to have implemented the Child Safe Standards if required to do so.

Insurance

The hirer shall not do or neglect to do or permit to be done or leave undone anything which will affect CAMBERWELL CC's insurance policy or policies relating to fire or public risk in connection with the venue. The hirer hereby agrees to indemnify CAMBERWELL CC to the extent that such policies are affected through any such act of commission or omission.

All organisational and community group hirers are required to have their own insurance for Public Liability a minimum sum of AS10 million. A copy of the insurance policy must be provided to CAMBERWELL CC along with the Room Hire Agreement.

Private hirers do not require Public Liability insurance.

Acts and Regulations

The hirer shall conform to the requirements of the Working with Children legislation, Health Act, Local Government Act, any Local Laws or Regulations including Environmental Protection (Residential Noise) Regulations 2008 made thereunder and shall be liable for any breach of such Acts, Local Laws or Regulations. All other statutory rules, provisions and regulations of the Commonwealth of Australia or State of Victoria for the time being in force must be complied with by the user and the notices given to the proper officers.

Obstructions

The hirer shall comply in every respect with regulations under the Health Act and Building Regulations 1994 with regard to Public Buildings for the prevention of overcrowding and obstruction of gangways, passages, corridors, or any part of the building.

Noise Levels

The hirer will not allow any activity or noise to occur that contravenes the Environmental Protection (Residential Noise) Regulations 2008 or causes a disturbance to nearby residential properties.

In particular, the Act stipulates that – “A musical instrument and any electrical amplified sound reproducing equipment including a stereo, radio, television and public address system is prohibited during the following times:

Mondays to Thursdays: before 7am and after 10pm
Fridays: before 7am and after 11pm
Saturdays and public holidays: before 9am and after 11pm
Sundays: before 9am and after 10pm

Smoking

Camberwell Community Centre is a **No Smoking** venue.

The City of Boroondara by-laws state that smoking is not permitted:

- within 5 metres of an entrance to a building
- within 10 metres of a playground
- within 10 metres of a barbeque

Gambling

No gambling or raffles of any sort shall take place without prior permission from CAMBERWELL CC and the acquisition of a proper permit.

Any complaints or fines that result from the hirer contravening these conditions will be hirer's responsibility.

Supervision of Children

All children present at the venue must be under adult supervision at all times.

Damage

All persons using the facility should behave in an orderly manner and no damage to property shall be permitted in any part of the building. Deliberate damage to CCC by volunteers, staff or other groups or individuals using the premises, will be paid in full by the person/group responsible. Cost of repairs will be charged against the credit card. Serious damage will be reported to the police.

Review

In the event that the room use is ongoing, there should be regular communication between the CAMBERWELL HIRES CO-ORDINATOR and a representative from the using organisation to give and receive feedback and deal with any issues as they arise.

Disputes

In the event of any dispute or difference arising as to the interpretation of these conditions or of any matter or thing contained herein, the decision of the Greythorn Community Hub Coordinator thereon shall be final and conclusive.

Emergency Evacuations

The hirer shall ensure that the facilitator/group leader/tutor is familiar with emergency exits, assembly point and evacuation floor plan.

Termination

If the hirer commits, permits or allows any breach or default in the performance and observance of any of these conditions the Camberwell Community Centre Coordinator may terminate permission to use the premises and the user shall immediately vacate the premises.

The management of Camberwell Community Centre permits the use of rooms subject to these conditions which form part of the room hire agreement and are centre policy.

Please Do NOT proceed with your booking unless you agree to all the conditions.

The person signing the booking form is the Hirer and will be the responsible party.

If another person is assigned responsibility a new booking form must be completed.