



CONTACT Bundoora Community Centre Inc

Bundoora Hall, 20 Noorong Avenue, Bundoora 3083
All correspondence to: PO Box 139, Bundoora 3083

Telephone: (03) 9467 6305

Website: www.contactbundooracomcen.com.au

Email: annexe@contactbundooracomcen.com.au

Conditions of use for CASUAL Hirers of the Contact Annexe

The terms and conditions set out here apply to the hire by any community group or individual entering into an agreement for the use of the Contact Bundoora Annexe building. Any breach of these conditions may result in the Hirer being liable for any costs or expenses incurred from such breach.

Applications for the hire of the Contact Annexe may be made by calling (03) 9467 6305. Contact is open Tues & Wed 9.45am – 2.15pm and Thurs 9.45 – 11.45 am only.

The hire for a single occasion has a minimum charge of one (1) hour hire.

The 'Application and Agreement Form' for the hire of Casual Hire of the Contact Annexe (page 4) must be completed and signed by the Hirer. Once signed, the Hirer undertakes to comply with the terms and conditions as set out in this document. Upon receipt of the deposit and signed form, the booking is deemed confirmed.

The hire fee must be paid at least seven days prior to the booked date. The hire fee is payable by direct debit. An invoice will be sent.

Application for Casual Hire Form and Indemnity Documents, and/or a copy of your organisations certificate of public liability insurance, must be completed, signed, and returned to the Annexe Secretary, at the above address.

An additional cost may be charged against the hirer for any damage to the building, fittings, or contents, to cover the cost of additional cleaning/repairs that may be required. Any breach of security, such as not switching off heaters, fans, air-conditioners, lights etc, leaving doors unlocked, late return of keys will also incur a penalty of \$30 for each infringement.

All rubbish must be removed from the Contact Annexe and placed by the Hirer in the bins provided. If any rubbish cannot be accommodated within the bins provided, then the hirer must make alternative arrangements (i.e., take the rubbish home).

COST

The charge for the hire of the Annexe is \$35.00 per hour plus a \$100 bond that will be returned after the booking provided the Annexe is left in good condition.

Safety/Security/Health/Cleaning (additional, if required): \$50 penalty on each/any occasion. This will be invoiced.

Overstaying Fee (if not vacated when booking expires) \$50 per hour or part thereof.

CANCELLATION

If a cancellation request is received on a confirmed booking less than seven (7) days prior to the date of hire, an administration charge equal to 50% of the hire fee will be payable.

LIQUOR PERMIT

No liquor shall be sold directly or indirectly from any part of the Annexe premises.

RIGHT OF ENTRY

Any member of the Contact Committee is permitted to enter the Annexe at any time without prior notice to the hirer. Members of the Contact Committee and representatives of the Banyule City Council reserve the right to occupy the Annexe at any time in the event of an emergency.

INDEMNITY

1. The Hirer shall indemnify Contact Bundoora Community Centre from all actions, claims and damages which may be claimed against them as a result of the hirers use.
2. The Hirer shall not cause or permit any action or omission to occur that may affect Contact Bundoora Community Centre's public risk, fire and other insurances and will be responsible to Contact for any damages from these acts or omissions.
3. Contact will accept no responsibility for equipment owned by the Hirer, Contact will, at its discretion, reimburse partial expenses when deemed Contact contributed to any loss or liability.

KEYS

The premises will be unlocked 30 minutes prior to the booked time to allow for set-up, and the premises must be vacated within 30 minutes of the end of the booking, allowing time for pack-up.

SPECIAL CONDITIONS

- **No Spits, BBQs**, or similar devices are permitted Inside or outside the Annexe under any circumstances.
- The Contact Annexe and surrounding premises are strictly a **smoke free zone**.
- **COVID procedures**: Please adhere to current Government Health regulations.
- All **electrical equipment** taken into the Annexe must be **tested and tagged** within the previous 12 months for use to be permitted.
- All **children** attending the premises must be under constant adult supervision.
- **Balloons, ribbons, banners**, etc., must not be pinned, taped, or tied to any wall, ceiling, or piece of equipment.

CLEANING

- It is the responsibility of the hirer to ensure that the Annexe is left in a clean state.
- The tables and chairs replaced neatly in original their position.
- All rubbish and recyclable items are to be removed from the premises.
- All fans, heaters, and air-conditioners to be switched off.
- All doors and windows closed/locked.

FINISHING TIME

Functions on a Friday and Saturday evening must cease at 12 midnight and cleaning be completed by 1 am. Functions held Sunday to Thursday must be completed by 10:30 pm and cleaning completed by 11:30 pm.

NOISE

The noise emitted from the building at 100m must not be above usual background noise.

Noise must be kept within levels specified by the Environmental Protection Authority (EPA). No musical instruments, amplified sound equipment or public address system (except for a public safety address), must be audible from outside the Bundoora Hall Annexe.

All noise must cease by the following times: Monday to Thursday 10.00pm, Friday & Saturday 12.00am, Sunday 11.00pm.

EMERGENCY PROCEDURES

The hirer must:

- Notify Contact in the event the fire or emergency equipment is used, or an emergency occurs.
- Be aware of proper procedures for, and be responsible for, the safe and orderly evacuation of guests from the Annexe if an emergency occurs.
- Meet the cost of replacement or repair of such emergency equipment caused by any improper use.

GUIDELINES FOR EMERGENCY EVACUATION PROCEDURES

The Hirer must:

- Know where all safe exits and exit paths are located.
- Designate a safe external assembly point, e.g., adjacent car park.
- Keep all exits and exit paths clear during the use of the Annexe.
- Know where emergency equipment is located (e.g., fire extinguishers, defibrillator). Please refer to the map on the Annexe wall.
- Ensure activities to be undertaken by the Hirer and guests are safe.

EMERGENCY EQUIPMENT USAGE

The Hirer must:

- Call the Fire Brigade (by dialling 000) before attempting to fight any fire.
- Only attempt to fight a fire with the equipment provided and if it is safe to do so.
- Only use the firefighting equipment if you have read and understood the instructions or are familiar with the equipment and its specific application.
- Not continue to fight the fire beyond the first 30 seconds. If the fire is not extinguished within that time, the Hirer must commence the evacuation procedure. If the fire cannot be extinguished by use of a single extinguisher, then evacuation is necessary and should be immediate.

EMERGENCY EVACUATION

The Hirer must:

- Identify exact nature and location of the emergency.
- Evacuate in an orderly manner.
- If safe to do so search all areas of the Annexe, i.e., kitchen, toilet, etc.
- Report to the emergency services (e.g., Fire Brigade, Ambulance) on status of all persons
- Only re-enter the Annexe when authorised by the emergency personnel.
- SAFETY of the Hirer's guests is the Hirer's responsibility whilst under the Hirer's care.



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APPLICATION AND AGREEMENT FOR THE CASUAL HIRE OF CONTACT ANNEXE

I/We hereby apply, in accordance with the attached conditions, to hire the Contact Annexe for the purpose of:

To be held on: _____ Between the hours of: _____

By (Organisation) _____

Name: _____ Position in Organisation: _____

Address: _____

Telephone Number: _____ Mobile: _____

Email: _____

Safety/security/health/cleaning omission \$50.00 penalty for each/any occasion.
Overstaying fee \$50.00 per hour or part thereof.

I/We hereby undertake to comply with all hiring requirements as outlined in the 'Conditions of use for the Casual Hire of the Contact Annexe'.

Signed: _____ Date of Application _____

Name (PRINT): _____

Address: _____

Telephone: _____ Mobile: _____

Email: _____