



Meadowglen International Athletics Stadium

Function Room Hire Agreement 2024–25

146 – 156 McDonalds Road, Epping VIC 3076 | 0438 349 539 |
MeadowGlenAthletics@Whittlesea.vic.gov.au



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Centre Information

Function Room

- Tables (12 x rounds, 10 x trestles x and 110 x chairs)
- Two change rooms
- Male & Female toilets, with showers and baby change facilities
- Accessible toilet
- Heating/AC
- Swipe Card access
- Built in data projector & screen
- Audio & cordless microphone
- Kitchen Includes:
 - Oven with 4 x burner hotplate
 - Pie warmer
 - Large fridge
 - Dishwasher
 - Automatic boiling water
 - Microwave
 - Preparation area

Car Parking

- Over 100 car parks, plus four accessible parks

Not included:

- Trays
- Cooking equipment/utensils
- Cleaning equipment
- Garbage Bags

Other Stadium Facilities

- 8 x lane Athletics Track, with 10 x lane front straight
- 2 x high jump areas
- 4 x long and triple jump pits
- Steeplechase water jump
- 2 x discus cages
- Hammer throw area
- 2 x shot put areas
- Flood Lighting
- Stadium P.A. System
- First Aid room
- Full Canteen
- Communication Room
- Grandstand and shaded spectator areas

*** Please note that these facilities are not included in general function room hire and are only available upon request, with additional charges applying***

Hours of Operation

Monday to Thursday 9.00am – 11.00pm

Friday and Saturday 9.00am – 1.00am

Sunday 9.00am – 10.00pm

Functions are required to end ONE HOUR before the above times to allow for packing up and cleaning. All music and PA Equipment must be turned off and guests vacated from the premises. Hirers are to strictly observe the hours of their booking. Use of the Function Room after the booked time will incur additional charges. The function room and car park must be vacated by the end of your booking time. Every consideration must be given to residents situated nearby to the stadium at all times.

Centre Hire Agreement

The Function Room Hire Agreement must be completed and signed prior to the booking. The person(s) signing the agreement must be over 21 years of age (photo ID may be requested). Where the hirer intends to use the Centre to provide programs/activities for people under the age of 18 years, the hirer shall always provide sufficient and competent adult supervision and is responsible for all participants' behaviour.

Insurance and Risk

Hirer's providing external services at their function – e.g., jumping castles, entertainment, must provide evidence on request of **public liability insurance for not less than \$10 million for the service provider**. Council at its sole discretion may also require the hirer to provide:

- A satisfactory risk management plan
- Traffic management plan
- Security plan or any other information it believes is relevant to the hire of the space.

Failure to provide the required information may result in the booking being cancelled.

Car Parks and Athletics Track

100 x car parks along with 4 x disabled car parks are available at the stadium. Hirers wishing to use outdoor areas (including car parks and athletics track) for activities during your allocated booking time, must highlight this within the booking form to be granted approval by the Facility Coordinator, with potential additional charges applying.

Centre Induction

A centre induction informs the hirer of their obligations during their hire regarding building security, emergency procedures and general housekeeping. It is the hirers responsibility to ensure an onsite centre induction is booked with the Facility Coordinator prior to the booking date. Appointments will be made during business hours around existing bookings Monday to Friday 9am to 4.30pm. Please allow a minimum of 30 minutes for your appointment. The person collecting the key and attending the induction will be held responsible for the event during the booking time.

Bond

The bond is a pre-authorisation (\$300.00) that will act as security against any loss, damage or additional charges incurred. Funds will only be captured if damage occurs, if the cost of repair exceeds the bond the hirer will be required to pay the difference. A bond payment is due prior to the booking and is completed upon key pick up and venue induction.

Hire Fees

Hire fees are in accordance with the annual adopted Council Budget and are due and payable 14 days prior to your booking.

Room	Category	Rate*
Function Room	Commercial user – full day	\$595.10
	Commercial user – half day	\$486.90
	Community user – full day	\$496.65
	Community user – half day	\$386.25
	Regular User – per hr	\$50.75
	Regular User (non-for-profit) – per hr	\$36.35
	Bond	\$300.00

*fees valid until 30th June 2024

Fee Category Definition:

Commercial: A registered business that hires the Function Room for commercial gain and provides a service of no direct benefit of the community e.g., business workshop or a sales seminar

Community: The hirer charges no fees or minimal fees for its service and the service is of direct benefit to the community e.g., incorporated community groups and not-for-profit organisations (proof required)

Full Day: Booking for more than 4 hours, including set up and pack down time.

Half Day: Bookings up to 4hours, including set up and pack down times.

Payment Options

Bond Payment

In person	City of Whittlesea Council Offices 25 Ferres Boulevard, South morang VIC 3752 or Meadowglen International Athletics Stadium 146 – 156 McDonalds Road, Epping 3076
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Function Room Hire

In person	Meadowglen International Athletics Stadium 146 – 156 McDonalds Road, Epping 3076
Internet	Credit card payments can be made via the council website at www.whittlesea.vic.gov.au
Post BillPay	Bill code and Ref to be supplied in tax invoice. Pay in person at any post office, phone 13 18 16 or go to postbillpay.com.au
Bpay	Bill Code & Ref to be supplied in tax invoice

Cancellation of Bookings

Individuals or groups must provide a minimum of seven days' notice in writing prior to the event to avoid forfeit of fees.

Council reserves the right to cancel any booking if the Centre is required for:

- Council events
- Municipal, State or Federal elections
- National or regional emergency
- Emergency maintenance

Council will not be liable for any loss to the hirer due to cancellation by Council.

Additional Charges

In the event of hirer negligence, the following additional charges may apply:

Replacement of key/swipe.....	\$150.00 (max)
After Hours Officer call out fee.....	\$120.00
Fire Brigade attendance.....	\$1000.00 (min)
Extra cleaning (if applicable).....	POA*
Damage to centre/furniture.....	POA*

Price on Application (POA). A Council Officer/contractor will assess any damage and or repairs that will only be completed by Council approved contractors. Council reserves the right to recover the cost associated with the repair. These charges are final and non-negotiable.

Cleaning Requirements

It is the responsibility of the hirer to ensure the Function Room is left in a clean and tidy state.

Failure to do so will result in additional cleaning charges and/or suspension of future use of our Centres.

Hirers are required to bring their own cleaning equipment e.g., garbage bags, sponges, surface sprays and tea towels. A mop, broom and/or vacuum cleaner are provided.

Duties include:

Surfaces:	Wipe clean all surfaces and appliances e.g., tables, benches, oven, sinks
Furniture:	Put away all furniture in an organised manner (if applicable)
Rubbish:	Disposing of all rubbish into bins provided
Floors:	Sweep, mop and/or vacuum after each booking. Vacuum to be emptied.
Fridge:	Empty all items and clean any spillages in the fridge
Toilets:	Left in a clean and tidy state. Benches and floors need to be clear of all; paper towel, toilet paper, wrappers; human waste etc.
Lights:	Turned off
Heating/cooling:	Turned off
Oven:	Wiped clean and turned off.
Doors	Internal and external doors, including gate/s are locked
Alarm	Arm and/or disarm the building as per instructions

Your booking time must be inclusive of cleaning time. Stains and damage must be reported to the Coordinator after your booking. Additional costs may be incurred by the hirer for damage to the Centre caused during your booking.

Centre Maintenance

In the event of emergency maintenance closures, hirers will receive verbal and written notice of cancellation of bookings during this period. Council will endeavour to assist groups to relocate to an alternative centre where possible.

Emergency Relief Centre

Hirers should note the stadium maybe required as a Emergency Relief Centre (ERC) under the Council Emergency Management Plan. Council reserves the right to cancel any booking/s without notice if the stadium is required for use as an ERC.

First Aid Kits

The hirer is responsible for ensuring a personal first aid kit is available during their booking. Council does not provide first aid equipment or supplies at the stadium outside of a defibrillator located in change room 1.

Behaviour

No obscene, insulting language or disorderly behaviour shall be permitted. This includes any form of entertainment that may be considered inappropriate or that may offend or cause embarrassment to others.

Building Security

Your booking must include your set up and set down time. You will only be allowed to enter the centre during your scheduled time frame. This information is given to our security monitoring company.

Party Safe Registrations

Council requires all functions celebrating 13th – 21st birthdays to register their event with the Victoria Police Party Safe Scheme. Registration can be completed online or at your local police station. https://www.police.vic.gov.au/content.asp?Document_ID=35927

Social Media

It is strongly recommended events are not posted on social media sites. Hirer's may be held liable for incidents and/or damage caused as a result.

Noise Levels

Music and noise levels must be kept to a reasonable level. Hirers that do not comply with this condition may incur restrictions to their bookings or cancellation of future use, as the Stadium is near residential areas. Please respect the residents on departure.

Vehicles

All vehicles are to be parked in the car park. No vehicles, other than emergency vehicles, are to be parked or have access to the Stadium grounds during the allocated hire period.

Animals

Animals (other than Assistance Animals) are not permitted in the Stadium.

Alcohol

Alcohol can be consumed but not sold on the premises. You may be required to obtain a temporary liquor licence. For further information, please visit the Victorian Commission for Gambling and Liquor Regulation website

<http://www.vcglr.vic.gov.au/liquor/small-temporary-event/apply-new-licence/apply-liquor-licence>

A copy of this licence is required to be given to Facility Co-ordinator prior to the event.

Smoking

The Hirer acknowledges that smoking is prohibited in all Council Facilities and within 10 metres of any playground, sporting or other events as per the Tobacco Act 1987.

Helium Balloons and Decorations

Helium balloons are allowed in the function room. All property, decorations, catering appliances or fittings belonging to the hirer must be removed by the end of your booking time. Blu Tack only to be used, with other potential suitable temporary wall fixing options for your decorations to can be discussed with the Facility Coordinator at the induction. Strictly no sticky tape allowed.

Fire Alarms

Meadowglen International Athletics Stadium is governed under regulations set out by the Metropolitan Fire Brigade (MFB) and/or the Country Fire Authority (CFA).

It is STRICTLY PROHIBITED to use any apparatus which may cause a false fire alarm call out to either the MFB or CFA. This includes but is not limited to:

- ✗ smoke, ice, fog or haze machines
- ✗ sparklers or candles
- ✗ steamers
- ✗ cooking in a non-designated area
- ✗ cooking without engaging the exhaust fan
- ✗ smoking inside the building.

It is compulsory for all fire alarm call outs to be attended and investigated. If the MFB or CFA determine an alarm is caused by hirer negligence, you will be invoiced for the full amount charged.

After Hours Assistance

Please report any maintenance or security issues to the after-hours number on 9217 2170.

If you find any criminal activity or vandalism has occurred at the stadium prior to or during your event, please contact the Police on 000 immediately. You are also required to report the findings to the after-hours number.

If the after-hours officer is called to attend the stadium due to hirer error e.g., Stadium alarm managed incorrectly, hirer negligence or an emergency/duress false alarm the hirer may be invoiced a fee of \$120.00 for each call out.

Indemnity

The hirer indemnifies Council against responsibility for any accidents, loss, damage, expense or injury to participants, property or third parties.

Disclaimer

The Director of Community Services may cancel any booking at the Stadium at his or her discretion. The Director must provide the hirer with seven days' notice and an explanation for the cancellation.

Privacy Statement

The personal information provided by you in the declaration is required for the purpose of your booking of a Council Venue and will be protected in accordance with the provisions of the Privacy and Data Protection Act 2014 and Council's Information Privacy Policy.

Hirers Declaration and Booking Information Meadowglen International Athletics Stadium (MIAS) Function Room.

To be returned to: **City of Whittlesea – MIAS Facility Coordinator**
meadowglenathletics@whittlesea.vic.gov.au

Booking Contact Details

Hirer's Name:

Organisation/Group (if applicable):

Full Address:

Phone:

Email:

Booking Allocation

Booking Date:

Booking Time:

Function Type/Event Name:

Number of people anticipated (110ppl max):

Preferred Key pick up & Induction time:

Hirer intending on supplying external services during booking (e.g. Jumping castle)? Yes No

If yes please identify:

Copy of current Public Liability Insurance attached (If applicable) Yes No

Acknowledgement (please tick)

- I have read and agree with the conditions detailed in the Function Room Hire Agreement
- Where the hirer is a company or incorporated association, I am authorised by the hirer to sign the Hirers Declaration
- I accept full responsibility for any damage to the facility and/or additional fees incurred as outlined in the Function Room Hire Agreement including the fire alarm regulations.
- I agree for Council to contact me for matters other than my booking

Print Name: _____

Signature: _____ Date: _____