

Leisure and Community Facilities



Brookwood Community Centre

25 Hazel Glen Drive, Doreen VIC 3754

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Centre Hire Agreement for Casual Hire



Free Telephone Interpreter Service

عربي	9679 9871	Hrvatski	9679 9872
廣東話	9679 9857	Ελληνικά	9679 9873
Italiano	9679 9874	Türkçe	9679 9877
Македонски	9679 9875	Việt-ngữ	9679 9878
普通话	9679 9876	Other	9679 9879

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Facility Information

Community Room

- Floorboards
- Tables and Chairs
- Male, Female and Accessible toilets and baby changing facilities
- Car parking on site including disabled parking.

Hazel Glen Room

- Carpet
- Tables and Chairs
- Male, Female and Accessible toilets and baby changing facilities
- Car parking on site including disabled parking.

Kitchen

(Shared by hirers of both rooms).

- Fridge
- Microwave
- Sink
- 600 wide oven and stove top
- Urn/Kettle.

Hours of Operation

Monday to Thursday 7.30am – 10.00pm

Friday and Saturday 7.30am – 11.00pm

Sunday 8.00am – 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 centre after the booked time will incur additional charges. The centre and car park must be vacated by the end of your booking time. Every consideration must be given to those who reside close to the centre at all times.

Fees until December 2019

Bond	\$500.00
Community Room (seated 50 or standing 65)	Per hour
Casual/Business	\$36.00
Regular	\$27.00
Community	\$19.00
Seniors (group approved by Council)	\$ 5.20
Hazel Glen Room (seated 50 or standing 65)	
Casual/Business	\$36.00
Regular	\$27.00
Community	\$19.00
Seniors (group approved by Council)	\$ 5.20
Meeting Room (seated 8 or standing 10)	
Casual/Business	\$18.00
Regular	\$14.00
Community	\$10.00
Seniors (group approved by Council)	\$ 5.20

Hire Fee Definition:

Casual – A person, group or business hiring the space for a private function or one-off booking.

Regular – A group or business who hires space for more than 6 bookings per calendar year.

Community – A group or business that is registered as a not for profit organisation or are an incorporated group.

Seniors – A seniors group who are registered with the City of Whittlesea.

Centre Hire Agreement

The Centre 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 provide sufficient and competent adult supervision at all times 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 Outdoor Areas

Hirers wishing to use outdoor areas (including car parks) for activities during your allocated booking time, must contact the Events Approval Officer at events@whittlesea.vic.gov.au or 9217 2122. Once approval has been granted, a copy must be provided to the Facility Co-ordinator.

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.

Hire Fees

Hire fees are due and payable within **fourteen days** from the date of the booking request. **Payment of fees will confirm your booking.**

To be eligible for the Community rate your group must be registered as a not for profit organisation or an incorporated group. A copy of your certificate must be provided at the time of booking to receive the discounted fees.

Bonds

The hirer must complete a Credit Card Authorisation via the Facility Coordinator as bond payment to be held in trust.

The bond payment will act as security against any loss, damage or additional charges incurred. If damage occurs and the cost of repair exceeds the bond, the hirer will be required to pay the difference.

Payment Options

Over the Phone/At the Centre

Fees can be paid over the phone or at the Centre by credit card. *No cash payments can be made at the Centre.*

Alternative Locations

Fees can also be paid by credit card, EFTPOS, cash or cheque (made payable to “City of Whittlesea”) at the following locations:

- Cashiers Desk at the City of Whittlesea - Civic Centre, 25 Ferres Boulevard, South Morang (Melway 183 B1)
- Reception at the City Of Whittlesea – Shop MM9, 1st Floor (above Edge Youth Services), Westfield Plenty Valley, 415 McDonalds Rd, Mill Park (Melway 183 B1)

All payments made at Westfield or the Civic Centre must be accompanied by a Revenue Input Form provided by the Facility Co-ordinator.

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
- Code Red days

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. A council officer/contractor will conduct an assessment of the damage and repairs 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 Centre 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, tea towels and mop. A vacuum cleaner is provided.

Duties include:

Surfaces:	Wipe clean all surfaces and appliances e.g. tables, benches, BBQ, oven
Furniture:	Put away all furniture in an organised manner (if applicable)
Floors:	Sweep, mop and/or vacuum after each booking. Vacuum to be emptied.

Fridge:	Empty all items and clean any spillages in both fridge and freezer
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.
Foyer:	Left in a clean and tidy state
Lights:	Turned off
Heating/cooling:	turned off
Oven/Bain Marie:	Wiped clean and turned off. Remove trays and return to Council if applicable
PA System	Turned off. Return microphones to Council is applicable
Doors	Internal and external doors are locked
Alarm	Arm and 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 dates and 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 centre may be a designated Emergency Relief Centre (ERC) under the Council Emergency Management Plan. Council reserves the right to cancel any booking without notice if the centre 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 centre.

Shared Spaces

Due to multiple spaces for hire within our Centres, the City of Whittlesea reserves the right to hire available spaces to various hirers at the same time. This may result in sharing of the foyer and toilets within the centre. It is the responsibility of every hirer to ensure these areas are kept clean and accessible at all times.

Behaviour

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

Security

Your booking time must also include your set up and set down time. You will only be allowed to enter the centre during your scheduled time frame. This will be reflected on your swipe card access and with our security monitoring company.

For weekend or after hour use of the Centre, the hirer is advised to set the automatic doors to exit once patrons have arrived. This is to ensure security for guests and to deter members of the community entering the Centre during private functions.

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.

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

During business hours, the Centre may be used by various stakeholders. Music and noise levels must be kept to a minimum. Hirers that do not comply with this condition may incur restrictions to their bookings or cancellation of future use. As the Centre is located in close proximity to residential areas, please respect the local residents when leaving.

Animals

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

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

Smoking is strictly prohibited within **four meters** of the building.

Helium Balloons and Decorations

Helium balloons are **strictly prohibited** in the Centre.

All property, decorations, catering appliances or fittings belonging to the hirer must be removed by the end of your booking time. Suitable temporary wall fixing options for your decorations can be discussed with Council staff at the induction.

Fire Alarms

Whittlesea Community Activity Centre 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 centre 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 Centre due to hirer error e.g. Centre alarm managed incorrectly, hirer negligence or an emergency/duress false alarm the hirer will 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 Centre 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 Centre 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

Brookwood Community Centre

Organisation/Group Name:		
Booking Contact Details		
Name:		
Address:		
Phone:		
Email:		
Event Information		
Date Requested:		
Time Requested:	to:	
Event Name:		
Room Booked:	Hazel Glen Room <input type="checkbox"/>	Community Room <input type="checkbox"/> Meeting Room <input type="checkbox"/>

Centre Hire Acknowledgement
<input type="checkbox"/> I have read and agree with the conditions detailed in the Centre Hire Agreement <input type="checkbox"/> Where the hirer is a company or incorporated association, I am authorised by the hirer to sign the Hirers Declaration and Booking Information <input type="checkbox"/> I accept full responsibility for any damage to the Centre and/or additional fees incurred as outlined in the Centre Hire Agreement <input type="checkbox"/> I agree for Council to contact me for matters other than my booking

Fire Alarm Acknowledgement
I.....(Print Name) am the nominated hirer, have read and understand the Fire Alarm Regulations <input type="checkbox"/> I understand and accept if the MFB or CFA determine an alarm is caused by hirer negligence, I will be invoiced for the full amount charged.
Signed: _____ Date: ____/____/____