



# VENUE HIRE POLICY AND GUIDELINES

## Definitions

In this agreement the following meanings apply:

“Building” – includes the inside building and outside perimeter, rear and front.

“Cancellation Of Hire Arrangement” - when a Permanent or Casual User no longer occupies a space, vacates, or cancels a hire arrangement.

“Committee” – refers to the committee of Management elected under the Constitution of the Yangebup Family Centre.

“Casual Users” – A recognised organisation, group or individual person/s who have made application to hire the Yangebup Family Centre on a casual basis, for a meeting, party or one off occasion.

"Facility" - means that part of the Yangebup Family Centre premises hired to the Hirer;

“Facilities for Venue Hire” - includes Television, DVD player, Whiteboard, Chairs, Tables & Kitchen facilities.

"Function" - any event or program of any description to be conducted in the Facility.

“Hirers” – refers to Permanent User Groups and Casual Users. "Hirer" means the person whose name appears on the “Application to Hire” and the organisation on whose behalf the Hirer is entering into this agreement.

“Permanent User Groups” – A recognised organisation, group or individual person/s who have made application to hire the Yangebup Family Centre on an on-going basis. Renewal of hire arrangements will be made on an annual basis.

“Rooms available for Hire” – Activity Room 1, Activity Room 2 and the Meeting Room. All rooms have dividing walls and can be opened and closed depending on the nature of hire arrangements.

“Vacancy” – a space, position or place that is vacant.

## General Conditions

The Yangebup Family Centre Management Committee will always have absolute priority over use of its facilities.

1. The venue hire arrangements of the centre are administered by the Manager who oversees the management of the Centre.
2. Activities of the User Groups are to fit the objectives of the Yangebup Family Centre Constitution, Service Agreement and Strategic Plan.
3. All permanent hire arrangements will be for a period of 12 months and renewed annually. Each User Group will need to complete an “Application to Hire” form prior to the commencement of the new year to confirm hire arrangements and ensure policy guidelines are adhered.
4. A person/group who wishes to hire the Family Centre shall make application to the Manager.
5. The Management Committee will consider applications for on-going venue hire arrangements to ensure the user group complies with the objectives of the Yangebup Family Centre Constitution, Service Agreement and Strategic Plan.
6. The Yangebup Family Centre Management Committee may refuse any application for hire if the proposed event or hire arrangement is judged to be inappropriate for the venue.

7. The specific conditions of hire are set out as part of the 'Application to Hire Agreement' form.
8. Discounted hire rates must be applied for in writing and will be considered within the terms of the Policy.
9. Hirers must show respect and common courtesy for other groups using the Yangebup Family Centre at all times.
10. The Yangebup Family Centre is not liable to any person for any loss or damage caused by prohibition or cessation of any activity or closure of any venue under these terms; liable for any interference, disruption or cancellation of an activity at a venue caused by civil disruption, industrial action, act of God, or any circumstances beyond the direct control of YFC.
11. A hirer who is offering a service for a fee is required to provide consent to the Centre to provide contact details of the hirer in the event that a participant contacts the Centre and wishes to provide feedback.
12. The hirer will follow any additional rules due to government requirements or mandates.

**The Hirer shall ensure that persons in or about the building will NOT;**

- Behave in a drunk, disorderly, or offensive manner.
- Use any indecent language.
- Create or take part in any public disturbance.
- Cause a nuisance or annoyance to any other user groups in the Yangebup Family Centre, or persons in nearby premises.
- Damage any property in or around the Yangebup Family Centre.
- Permit smoking. The Centre is a smoke free environment and it is prohibited at all times. Smoking is not permitted in any area of the building or outside areas of the centre.
- Make excessive noise and must keep within the City of Cockburn Council noise regulations. It is important to keep noise levels to an acceptable level, especially when multiple users are at the centre.
- Park on grass areas, due to reticulation cars are to be parked in marked bays only.

**The Hirer is responsible to ensure that no person shall;**

- Remove or replace any electrical fittings, equipment, or fixtures in the building without prior consent of the Management Committee.
- Purchase and install any equipment without the consent of the Management Committee and endorsement of the Australian Childcare Standards.
- Deface or damage the building, or any equipment belonging to the Yangebup Family Centre or any other user group.
- Place any nails or screws in any part of the building without prior consent of the Management Committee.

**The Hirer at the conclusion of the session/function shall:**

- Leave all rooms as they were found eg. Replace or remove equipment as prior to use.
- Permanent User Groups may leave the room set up to accommodate other user groups, as discussed with the Manager.
- Leave the room and building in a clean and tidy condition.
- Leave the kitchen area and fridge clean and tidy.
- Place all rubbish in the bins provided, (red and yellow bins located at the front of the building).
- Turn off all electrical lights, air conditioning and power appliances.
- Lock all doors, close all windows and roller shutters, and set alarm according to instructions if you are the last to leave.
- May use the cleaning equipment provided by the Centre.
- Return keys to the Manager (for Casual Hirers).
- Report to the Manager any damage or defacement of the building.

**The Hirer will:**

- Comply with any direction of the Manager concerning the maintenance of good order, use of equipment, facilities, parking access, security, health and safety.

**The Hirer will not:**

- Serve or sell alcohol, sell food or other refreshments on any part of the venue, or surrounds nor permit any other person to do so unless first approved in writing by the Yangebup Family Centre Management Committee.

**Keys**

1. The Finance Administrator is responsible for issuing keys and ensuring the Key Register is kept updated.
2. Persons in possession of keys will be required to sign assuming responsibility and assuring that in the event of lost keys, it will be the hirer's responsibility to pay for the cost of new replacement keys and/or locks.
3. The Hirer MUST ensure that keys are not duplicated. The key is not transferable and MUST NOT be given to another person. If any additional keys are required, they should be requested in writing to the Management Committee specifying the reasons.
4. Keys must be returned to the Manager at the conclusion of a Hire Arrangement. All Bond monies will be held until the key is returned.
5. If a key is transferred to another person who is an incoming Office Holder of the User Group, they will need to inform the Manager immediately and arrange for a new signatory on the Key Register and responsibility will be transferred to the incumbent.

**Changes To Hire Arrangements**

1. Casual and Permanent User Groups must notify the Manager immediately of any changes to hire arrangements. Any changes to times of sessions will need to put in writing by the completion of an additional "Application to Hire" form and discussed to ensure there is not overlap with other user groups.
2. If a user group wishes to make application to hire the centre at a new day and/or time, or book additional venue hire or meetings, they will need to complete another "Application to Hire" form (provided there is a vacancy), this will be subject to Management Committee approval.
3. Cancellation of hire arrangements will need to be notified to the Manager immediately. Permanent User Groups are required to give at least 30 days notice. Failure to give notice, will incur hire charges until notification is received.
4. Once a room becomes vacant the Manager has the responsibility of offering the room to another interested user group. User groups must ensure the facilities are occupied and used for the purpose set out in the "Application to Hire" form. Rooms cannot be left vacant for any extended period unless approved by the Management Committee.
5. Any user group that contravenes any of the above policy guidelines will have the particular matter brought before the Management Committee. The Management Committee reserves the right to cancel further use of the Yangebup Family Centre or terminate any hire arrangement if it is not in the best interest of the Yangebup Family Centre.

**Insurance Cover**

The user is responsible for any public liability in respect to their activity. YFC public liability insurance will only cover injury, loss, or damage as a result of any proven neglect or default of the YFC. The YFC may request a copy of your Certificate of Currency for Public Liability Insurance.

Permanent User Groups are required to provide their own Property Insurance to cover goods owned by the User Group. Permanent User Groups, who are at risk, shall obtain and keep current Public Liability Insurance cover to an amount of not less than \$10,000,000.

**Fee Policy**

1. All Hirers of the Yangebup Family Centre are subject to the payment of hire charges. The Management Committee will consider applications from user groups to vary hire charges if there is some hardship or difficulty in meeting costs. Applications for variations must be in writing.
2. Discounts may apply to venue hire for nonprofit tax-deductible charitable organisations and for events deemed as community service. The discounts to apply will be at the discretion of the Yangebup Family Centre Management Committee in accordance with the guidelines and will depend upon the circumstances in each case.

3. Casual hirers require payment of a bond upfront and full payment on or before the day of the booking. If a key is required, the hirer will be held responsible for the key and the bond will only be returned once the keys are returned and the venue is left in a satisfactory manner.
4. Cancellation of hire arrangements will need to be notified to the Manager immediately. If a booking is cancelled by the hirer any deposit paid by the hirer maybe forfeited if the booking is not cancelled within 7 days prior to the hire date. In special circumstances, the Committee may authorise repayment of fees to the hirer. Permanent User Groups are required to give at least 30 days notice. Failure to give notice, will incur hire charges until notification is received.
5. Permanent User Groups are required to make payment of fees promptly and should be paid within 14 days of receipt of the Invoice.
6. All fees are subject to increases from year to year, as the Management Committee determines.
7. Set up and clean up time must be included in hours of hire.

**The Hirer will pay on invoice:**

- The extra costs of any labour, equipment or services used in addition to those booked and described above eg. office costs.
- The labour, materials costs of cleaning, repair and restoration of the Venue, its fittings, equipment, furniture carpets or other property, necessary by any Hirer's negligence or breach of these terms.

**Check Points When Hiring Centre**

- On arrival, turn off alarm.
- Turn on lights, urn, air conditioner, fans if required.
- Cups, plates, oven trays, tea, coffee, and milk all supplied in kitchen area. Extra tea towels and garbage bags in draws in kitchen.
- Cooktop switch on wall must be turned on to operate cooktop.
- Tables and chairs are available in storeroom
- When leaving centre turn off all electrical appliances (urn, oven, fans)
- Turn off air conditioners.
- Make sure all rear exit doors are locked and secure with all latches in place.
- Turn off all lights in rooms and toilets with keys.
- Make sure all floors, benches, carpets, mats are left clean as found on arrival.
- Mop floors if required.
- Stack all chairs on trolleys and all tables correctly on table trolley.
- Set alarm.
- Lock front door and please make certain is locked and secure.
- Return keys to office for bond refund.