

## ROOM HIRE APPLICATION FORM 2022

The attached 'Conditions of Hire' form part of this application.

Hirer Details	
<b>Name</b> Business, Group or Individual	
<b>Contact Name</b> If applicable	
<b>Contact Phone Number</b>	
<b>Email Address</b>	
<b>Address for Correspondence</b>	
<b>Type of Organisation</b> Copy of Public Liability required for business, and preferred for others if available	<input type="checkbox"/> Business <input type="checkbox"/> Private (individual or group) <input type="checkbox"/> Not for profit organisation (incorporation papers required)
<b>KNC Member</b>	<input type="checkbox"/> No (please consider supporting our activities by joining) <input type="checkbox"/> Yes

Room Hire Details			
<b>Date(s)</b> End date cannot extend past this calendar year	Start:	<b>Frequency if applicable</b>	
	End:		
<b>Notes</b> e.g. school terms only			
<b>Time(s)</b> Ensure you allow time for set up and pack away	Start:		
	Finish:		
<b>Type of Event / Activity</b>			
<b>Number of Attendees</b>			
<b>Room Building 1</b>	<input type="checkbox"/> Auditorium <input type="checkbox"/> Workshop	<input type="checkbox"/> Meeting Room <input type="checkbox"/> Community Room	<input type="checkbox"/> Interview Room
<b>Building 2</b>	<input type="checkbox"/> The Court <input type="checkbox"/> The Hub		
<b>Building 3</b>	<input type="checkbox"/> Lounge <input type="checkbox"/> Office		
<b>Will alcohol be consumed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Are you hiring any equipment or employing another organisation to provide music, entertainment, DJ, catering equipment, caterers, etc.?</b>	<input type="checkbox"/> Yes (Please provide a copy of their Public Liability Certificate of Currency) <input type="checkbox"/> No		

Agreement			
As the hirer, I hereby agree that the above information is correct and that I have read and understood and agree to abide by the Conditions of Hire. I also agree to indemnify Kincumber Neighbourhood Centre Inc., its staff and volunteers and Board members from and against any claim arising from any accident, loss, damage or injury to persons or property by reason of anything done or omitted to be done by the Hirer, its employees and any persons under its control or responsibility in connection with the usage of Kincumber Neighbourhood Centre Inc.'s facilities.			
Signature		Date	

Payment Method	
<input type="checkbox"/> Cash	At Kincumber Neighbourhood Centre Monday to Friday between 9:00am and 3:30pm
<input type="checkbox"/> EFTPOS	
<input type="checkbox"/> Invoiced	Provide at least 2 weeks' notice prior to booking
<input type="checkbox"/> Direct Credit	Allow at least 1 week for payment to be cleared Banking details below

Account Name	KINCUMBER NEIGHBOURHOOD CENTRE
Bank	Bendigo Bank
BSB	633000
Account Number	159961820
PLEASE INCLUDE YOUR ORGANISATION OR LAST NAME AS A REFERENCE TO IDENTIFY THE BOOKING	

OFFICE USE ONLY					
Application accepted by		Date			
Application approved by		Date			
Entered in Yarooms by		Date			
Public Liability provided if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No	Expiry date			
Bond required Ask hirer to email their bank account details to accounts@kincumberdnc.com.au	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount if yes	\$		
		Date Received		Receipt Number	
Bond returned by		Date			
Hire fees applicable	\$	Per hour	Total	\$	
Keys required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Key number			
Keys issued by		Date			
Keys returned by		Date			



## ROOM HIRE RATES 2022

Room	Community (not-for-profit groups)	General (business and private individuals or groups)	Bond (refundable)
<b>Building 1</b>			
Auditorium	\$28 per hour	\$33 per hour	Parties \$500 *Other \$100
Workshop	\$13 per hour	\$21 per hour	\$100
Meeting Room	\$11 per hour	\$20 per hour	\$100
Community Room	\$11 per hour	\$20 per hour	\$100
Interview Room	\$8.50 per hour	\$13 per hour	\$100
Kitchen	All rates include use of the kitchen **Stand-alone kitchen hire is \$15 per hour		
<b>Building 2</b>			
The Court	\$28 per hour	\$33 per hour	Parties \$500 *Other \$100
The Hub	\$23 per hour	\$28 per hour	\$100
Kitchen	All rates include use of the kitchen **Stand-alone kitchen hire is \$25 per hour		
<b>The Cottage</b>			
Lounge	\$13 per hour	\$21 per hour	\$100
Office	\$13 per hour	\$21 per hour	\$100
<b>Additional Information</b>			
Bonds	Bonds are payable for after hours or weekend usage. *Other refers to small community events and functions, and children's parties concluding before 5:00pm		

## **ROOM DESCRIPTIONS:**

### **BUILDING 1**

#### **Auditorium**

One 12 metre x 12 metre room with wooden flooring large enough to seat approximately 75 people. Can also be used for large group activities. The room is connected to the kitchen via a servery. Tables and chairs are available.

#### **Workshop**

One 5 metre x 7 metre vinyl tiled room with access to large craft sinks. Enough space for approximately 20 people.

#### **Meeting Room**

One 6.5 x 6 metre carpeted room for use as a meeting room or for group discussions. Enough space to seat approximately 12 people.

#### **Community Room**

One 3.5 metre x 6 metre carpeted room for use as a meeting room or for group discussions. Enough space to seat approximately 10 people.

#### **Interview Room**

One 4.5 x 3 metre room furnished with sofas. Suitable for use as a one on one interview space.

#### **Kitchen**

The kitchen is 3 metres x 7 metres with a fridge, stove, microwave, etcetera. Suitable for preparation of morning/afternoon teas and light meals. Access is on a shared basis available to all room hirers.

\*\*Exclusive usage may be possible but must be negotiated at time of hiring.

### **BUILDING 2**

#### **The Court**

One 17.8 metre x 10.5 metre area. This is a versatile space ideal for conferences, lectures, dance, exercise classes or even an events and performance space. It has a polished floor and an electronic door that opens right up to the outside area. It can accommodate approximately 100 people.

#### **The Hub**

One 12 metre x 8 metre carpeted open space. It is ideal for lectures, workshops, dance, and yoga. It has a smart TV and ducted air-conditioning.

The divider between The Court and The Hub can be lifted to provide a large combined space with access to the kitchen and servery areas. Please contact us to discuss hiring both spaces.

#### **Kitchen**

The kitchen is a 5.7 metre x 3.7 metres with a fridge, stove, microwave, etcetera. Access is on a shared basis and is available to all room hirers.

\*\*Exclusive usage may be possible but must be negotiated at time of hiring.

### **THE COTTAGE**

#### **Lounge**

A cozy 8 metre x 3.7 metre carpeted room with lounge chairs. Ideal for small group meetings.

#### **Office**

A sun filled 4.2 metre x 3.6 metre room with basic office furniture. It would be suitable for professional appointments.

In the interest of all people using the Centre and local residents, the following conditions of hire govern the use of this facility:

### RESPONSIBILITY OF THE HIRER

When a hirer is using the building out of hours, they are responsible for ensuring the security of the building. Please lock the front door after your group members have entered.

Access should be strictly limited to the members of the group. Do not allow anyone else to enter the building. (e.g. to go to the toilet).

Access by participants should be by the Main Entrance Door. The key holder should enter the building by the front door entry, deactivate the alarm and then lock that door. Any outside opening doors must not be left unattended.

All Hirers accept responsibility and accountability to adhere to the conditions set out in this document.

Each Hirer is responsible at all times for the safe evacuation of all members of their group. The Hirer has the responsibility to familiarise all people in their group of the evacuation procedure in case of an emergency. The **Emergency Evacuation Plan** is on display in every room. Please take note of nearest Exits and Assembly area. Hirers need to have a mobile phone available to use in case of emergency. Dial 000.

A **First Aid Kit** is available in the Kitchen. Accidents and Incidents must be recorded in the book with the **First Aid Kit**.

### CENTRE USE

1. No Alcohol will be sold on the premises. No keg beer. Bottles and cans only. If alcohol is consumed on the premises it must be confined to the areas hired for the function. This includes no alcohol to be consumed at the front or sides of the building or in the front foyer. Hirers must comply with the Liquor Act 2007. For further information regarding Licensing law details please contact the Licensing Police on 4323 5599.
2. No smoking is allowed inside or outside the building.
3. All amplified and/or loud noise will cease at 10:30pm Sunday to Thursday, and at 11:30pm Friday and Saturday.
4. Activities at the Centre are to conclude at 10:30pm Sunday to Thursday and at Midnight Friday and Saturday. Users are to depart in a quiet and orderly manner and leave the vicinity.
5. Due to WHS regulations, under NO circumstances are children permitted to be in the kitchen at any time whilst on the premises.

## **PRIORITY OF USE**

1. Community groups will receive priority over individual or business hiring. Permanent bookings (i.e. regular weekly hire) will get priority over other bookings. The Centre reserves the right to cancel bookings on one month's notice to allow priority groups to have access.
2. Booking staff have the authority to deny access to a hirer where the activity is considered inappropriate for the building. For example:
  - An activity where valuable equipment in the Centre would be in danger of damage.
  - An activity where the control of the people present was considered beyond the capability of the responsible Hirer, such as a large Dance Party, 18th Birthday Party, 16th Birthday party. The Board may request hirers to hire licensed security staff. In the event of an access dispute the group or individual may apply in writing to the Board of Management whose decision will be final.
3. On-going evaluation of groups using the Centre will be conducted and future hiring will be considered in light of these evaluations. Failure to adhere to any of the Conditions of Hire may result in a hirer being refused access to the building in the future.

## **HIRE FEE**

There are two rates for hiring a room, **Community** Rate and **General** Rate. Community Rate is for community run Not for Profit organisations. To qualify for the Community Rate a group must be able to show it is a community run organisation such as a Playgroup, Neighbourhood Centre or other not for profit organisation. Where a room is being hired for a party the General Rate will apply. Should the whole KNC Centre be required for an Event, there is a separate document, Terms and Conditions of Hire for Events, and these need to be discussed with the Centre Management when applying for hire.

The Manager has the authority to decide which rate applies for each hiring application. In the event of a dispute, the group or individual may apply in writing to the Board. The decision of the Board will be final.

Each room has a different hire rate.

## **BOND**

1. The rate of bonds differs according to the use of the room. See Rates of Hire.
2. Bonds will be returned by direct deposit into a nominal bank account by the end of the following week as long as the key to the room(s) has been returned. Rooms and equipment will be inspected as soon as possible after the event. The cost of any damages, breakages, missing items or extra cleaning will be deducted from the bond. If the cost is greater than the bond, an invoice will be issued to the hirer, stating date, action taken and cost outstanding. Invoice terms are payable within seven (7) days.
3. Any expenses incurred by the Centre due to lost or damaged keys will be deducted from the bond.

## **SECURITY CALL OUT**

The Security Company charges to attend a Call Out for:

- setting off the Security Alarm,
- leaving an external door open,
- staying later than your agreed closing times,

Not correctly activating the Security System could result in a Call Out and a fee of \$50 being deducted from the Bond.

## **PUBLIC LIABILITY INSURANCE**

1. Permanent/regular hirers of the Centre, Registered bodies and Associations and those who charge fees must provide evidence of Public Liability Insurance. Failure to provide such evidence will result in the cancellation of future bookings.
2. Kincumber Neighbourhood Centre does carry a Public Liability policy for casual hirers (that do not fall under 1) to hold private functions, parties, public meetings etc. This cover will also extend to non-profit community groups up to 10 times per calendar year. However, it is preferable that casual hirers also maintain their own Public Liability Insurance.

## **PAYMENT**

1. Bookings will only be confirmed after payment of a deposit of no less than \$50 or the Hiring Fee and Bond money.
2. The full Hire Fee and Bond money must be paid at least a month prior to use of the room or at the time of booking, if requested by the Centre. We accept cash or EFTPOS payments between the hours of 9:00am and 3:30pm Monday to Friday. You can also direct credit our account at least 3 days before picking up key. Time must be allowed for payments to clear in the bank or cash will be required. Our banking details are Bendigo Bank, BSB 633000 A/C 159961820 – please include your or your organisation's name.
3. A hirer of a room must give the Centre 1 weeks' notice for cancellation of a booking. Cancellations advised after this time will result in the hirer paying the full rental fee or 1 week hire for the room. A refund of the rental fee will be made only if another booking for the same time and room is received by the Centre.
4. Invoicing: Regular hirers will be invoiced monthly. Regular hirers are asked to give as much notice as possible of any cancellations or changes to rooms to enable invoicing adjustments to be made.

## **EQUIPMENT**

1. Hirers must get prior permission to bring in extra electrical equipment and use it in the building. Any damage caused by faulty electrical equipment brought into the Centre must be paid for by the hirers.

2. Any equipment brought into the Centre by a hirer is at the hirer's own risk. The Centre does not accept responsibility for any loss, damage or theft of a hirer's equipment or effects even if permission to store on site has been given by the Board. The hirer is responsible for any accidents caused to any person by their equipment.
3. Hirers are responsible for any accidents caused by their negligence or failure to take due care.
4. The Centre has very limited storage rooms. Regular hirers may apply to Management for use of storage space within the Centre for their equipment. Requests may be granted after consideration of the available space and on condition that equipment is stored in a tidy manner and does not create a fire hazard. Fees may be charged for storage.
5. Any equipment owned by the hirer and stored in the Centre must be returned to its storage area at the conclusion of each hire session to ensure the room/s used is free for other hirers.

### **POSTERS**

Notices, posters or displays must not be altered, covered or removed unless prior permission is given by the Board. No posters, decorations etc. are to be attached to wall or notice boards without prior permission.

### **LEAVING THE BUILDING**

1. The hirer is responsible for ensuring the room/s used is left in a clean and tidy condition. This includes the toilets and any other areas used. Basic cleaning equipment will be provided by the Centre (vacuum cleaner, broom, mop, bucket, dustpan and brush). However, hirers will need to provide any other cleaning equipment required.
2. All kitchenware must be washed and returned to the appropriate cupboard. Benches and sinks must be cleaned. When the dishwasher is used it must be emptied prior to the hirer leaving the Centre if possible.
3. All rubbish must be removed from the premises and disposed of. The Centre does not have any Otto bins.
4. Any equipment used by the hirer including tables, chairs, whiteboards etc. must be returned to its original position in a clean and tidy condition. Please do not drag furniture across the floor. Tables must be carried by two people at all times.
5. On completion of the activities, all windows and doors are to be locked and lights turned off, toilets are checked for cleanliness and any stragglers, and the **SECURITY SYSTEM ACTIVATED** before locking front door. Failure to correctly secure the building, which includes the correct setting of the alarm, may result in non-refund of bond. Hirers will be given an Exit Check List by Office Staff.

**Keys MUST be returned to the Centre on the next working day after use of the Centre.**