



Room Hire Information Pack

This pack contains:

- Information about the Ashburton Community Centre
- Room Hire Pricing Information
- Building Floor Plan
- Community Centre Hire Agreement
- Room Hire Terms and Conditions
- Emergency & Evacuation Procedures
- Room Hirers' Checklist

Affordable spaces for hire at a welcoming, modern venue.

The Ashburton Community Centre has various facilities to hire for community, not-for-profit and commercial use. Our rooms are suitable for a variety of functions, including meetings, classes, general interest gatherings and workshops. The rooms are purpose built and have a variety of high quality features including digital TVs and laptop connectivity, centrally controlled air conditioning and heating, and ample light.

Our Centre features a shared break-out area with a kitchenette and tables, a microwave and fridge along with coffee and tea-making facilities. We also have a registered demonstration kitchen available for hire. The size and format of our rooms vary, suitable for groups of up to 10 in our smaller meeting room, through to catering for 30 seated lecture-style in our larger rooms. We are a wheelchair accessible centre. Our rooms are not available for parties or receptions.

Open Times for Hire: Monday to Friday 8.00am – 10:00pm, Saturday & Sunday 9:00am - 10:00pm.

Location, Location

Co-located with the Ashburton Library on vibrant High Street, we are surrounded by great cafes (perfect for a coffee break and for onsite catering options), we have access to lots of parking options, the Ashburton train station is closeby and we have a bus stop right outside our door. We are also close to the Monash Freeway – and geographically, Ashburton is the centre of Melbourne!

About the Ashburton Community Centre

The Ashburton Community Centre is a community owned and managed not-for-profit organisation offering activities and programs developed in response to the needs of the community. Established in the mid 1980s, through the vision and hard work of a group of local community representatives some of whom are still associated with the centre. With a new building open in 2014, the centre has evolved into a robust, engaging activity centre on vibrant High Street, Ashburton.

The Ashburton Community Centre offers courses, workshops and events that primarily service people from Glen Iris, Ashwood/Ashburton, Camberwell Mount Waverley and Malvern East, but we welcome people from as far afield as suburbs such as Daylesford, Emerald and Sandringham. We also partner with other organisations to bring a wide variety of courses and activities to our local community.

Our Centre works within a community development framework and is guided by the principles of community ownership, empowerment, community participation, access and equity, life-long learning, inclusion, networking, advocacy, self-help and active citizenship. As a direct outcome of these values we aim to build stronger communities; communities that are active, confident and resilient.

Let's work together

If you are hiring our space for an activity that is open to members of the public, let us support you by promoting you through our online 'Courses and Activity Portal', by adding your event to our regular members newsletter (subject to timing), by sharing your event posts on social media with our own audience, and by displaying your posters and flyers at our Centre. We like to partner with our room hirers to help them reach the local community and grow the interest in their program or event.

By choosing to hire through us, we can help to grow your business while you can choose to use our facilities only when you need them, giving you the flexibility to use the space in a way that best suits you.

Room Hire Pricing Information

The room hire rates are as follows:

	PUBLIC Rate (\$ per hour)	PRIVATE Rate (\$ per hour)
Meeting Room 1	\$20	\$25
Meeting Room 2, 3, 4 or 5	\$30	\$35
Demonstration Kitchen	\$30	\$35
Kitchen + any Meeting Room	\$35	\$40

Room hire definitions:

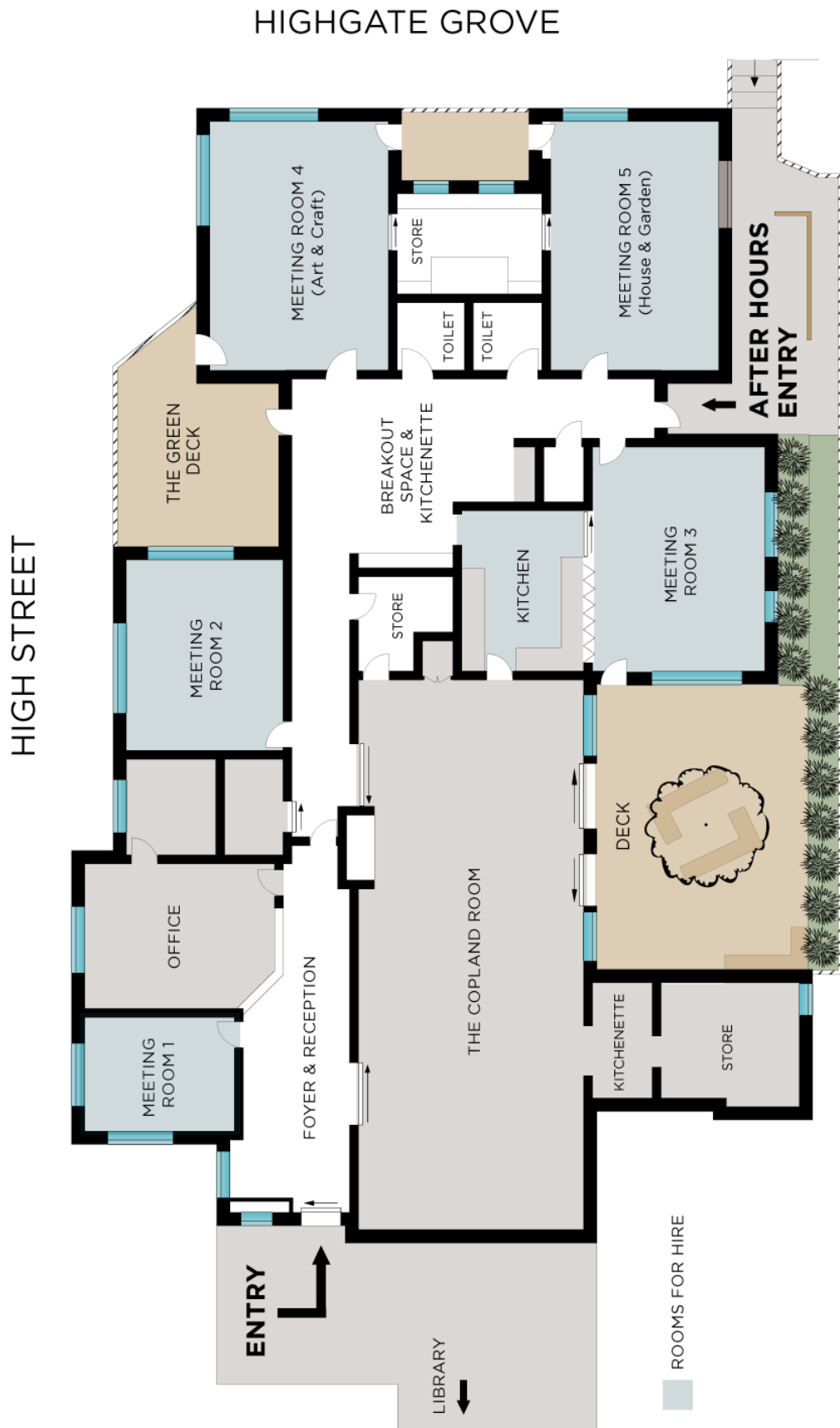
PUBLIC HIRE is any event or activity which is open to members of the public regardless of the status of the entity/person providing the activity. Public events or activities enjoy a discounted room hire rate as shown in the table above. Public room hire activities will be promoted by ACC through a number of marketing activities.

PRIVATE HIRE is any event/activity with closed doors (i.e. exclusive use) regardless of the status of the entity providing the activity. Private room hires will not be promoted by ACC.

Discounts Available – only one discount available per agreement

- Recurring Term Booking
5% discount for hirers who hire under 3 hours per week for one or more school terms.
- High Volume Recurring Term Booking
10% discount for hirers who hire for 3+ hour per week recurring for one or more school terms
- Reciprocal Arrangement (i.e. 100% discount)
Free room hire for hirers who are in a long-term reciprocal partnership arrangement with ACC
- Strategic Alignment
20% discount for hirers who can demonstrate an alignment with ACC Strategic focus areas.
Available for a limited duration only (to be determined by ACC)

Building Floor Plan



160 High Street, Ashburton 3147 **Office Hours:** 9am-2.30pm Mon to Fri
Phone: (03) 9885 7952 **Email:** office@ashburtoncc.org.au
Facebook: www.facebook.com/ashburtoncc **Website:** www.ashburtoncc.org.au



COMMUNITY CENTRE HIRE AGREEMENT 2019

Hire Details			
Community Centre:	Ashburton Community Centre (ACC) ABN: 55 622 841 337 160 High Street, Ashburton VIC 3147		
Hirer Details			
Hirer Name: Person, group, business, etc			
Contact Person: If Hirer is not an individual			
ABN: If Hirer is a business			
Address:			
Phone:	BH:	AH:	M:
Email Address:			
Hire Details			
Purpose of Hire:			
Is your event PUBLIC OR PRIVATE? (see definitions) <i>Public activities attract ACC promotional opportunities</i>	<input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE If PUBLIC, please provide web-link to enrolment information for promotion purposes & e-mail through any digital files/logos. www.....		
Will you be serving liquor during your room hire? (see clause 3.6)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Max # of people using Hired Area:			
Are you providing services/activities to children?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, do all adults/staff involved hold current Working with Children Checks (WCC)? <input type="checkbox"/> Yes <input type="checkbox"/> No (For PUBLIC room hire ACC will only hire if all adults involved in Children's activities have WCCs)		
Booking Details			
ACC Room/s		Rate p/h:	
Once- off OR Recurring			
Day/s			
Time/s			
Start Date – End Date			
Excluded Dates e.g. public holidays.			
Total Number of Hours			
Hire Fee: Clause 1	\$		
Deposit: Clause 2	\$		
Bond: Clause 2	\$250		
Insurance Fee: Clause 5.2 (if applicable)	Select one below as applicable <i>For Business / Incorporated Body / Third Party (clause 5.1)</i> <input type="checkbox"/> Public Liability Insurance policy \$10 million <ul style="list-style-type: none"> • Please attach a copy 		

Community Centre Hire Agreement Terms and Conditions

Hire Terms and Conditions:

1. Grant of Licence

In consideration of the Hirer paying the Hire Fee to the Community Centre, the Community Centre grants to the Hirer a licence to use the Hired Area on the Booking Date, during the Booking Times subject to the terms and conditions of this Agreement.

2. Bond and/or Deposit

- 2.1.** The Hirer must pay the Bond and the Deposit (if applicable) to the Community Centre before the Booking Date.
- 2.2.** If the Hirer breaches any of its obligations under this Agreement, the Community Centre may use any amount of the Bond to compensate the Community Centre for any loss suffered by the Community Centre as a result of the breach.
- 2.3.** The Community Centre will refund the Bond to the Hirer after the Booking Date, minus any amount required to repair or clean the Hired Area, or recover any costs incurred due to a breach of this Agreement by the Hirer.

3. Use of Hired Area

- 3.1.** The Hirer must only use the Hired Area for the Purpose specified in the Hire Details.
- 3.2.** The Hirer must only use the Hired Area on the Booking Date(s) and during the Booking Times specified in the Hire Details.
- 3.3.** The Hirer must not damage any part of the Hired Area, or allow any other person to do so.
- 3.4.** The Hirer must not do anything in connection with the Hired Area which may cause a nuisance or interfere with any other person, or which may prejudice any insurance affected in respect of the Hired Area.
- 3.5.** The Hirer must not permit any person to smoke in the Hired Area.
- 3.6.** The Hirer must not sell any alcohol or allow any alcohol to be consumed in the Hired Area unless a valid liquor licence has been obtained, and the prior written consent of the Community Centre has also been obtained.
- 3.7.** The Community Centre and its authorised representatives may enter and remain in the Hired Area at any time.
- 3.8.** The Hirer must return to the Community Centre all keys to the Hired Area, and any written security codes.
- 3.9.** The Hirer must not permit the number of the people in the Hired Area at any one time to exceed the maximum number of people specified in the Hire Details.
- 3.10.** The Hirer must comply with all requirements of, and all directions given by, the Community Centre when using the Hired Area.
- 3.11.** The Hirer shall be solely responsible at its own cost for making all arrangements for the supervision of the Hired Area, public safety and the provisions of adequate security staff.
- 3.12.** The Hirer must not interfere, misuse or overload any services running through or servicing the Hired Area and must comply with any requirements of the Community Centre with respect to such services.
- 3.13.** The Hirer must have a fully executed Agreement in their possession when occupying the Hired Area.

4. Termination

- 4.1.** The Community Centre may terminate this Agreement at any time. Upon Termination, the Community Centre will repay to the Hirer any Hire Fee which has not yet passed, less any amounts that the Hirer owes to the Community Centre under this Agreement.
- 4.2.** The Hirer may only terminate this Agreement in accordance with the procedure outlined in the Cancellation section of the Hire Details. The Hirer is responsible for paying the fees specified (if any) in the Cancellation section arising from termination.
- 4.3.** At the end of the Hirer's occupation of the Hired Area, the Hirer must leave the Hired Area clean and tidy, including removing all rubbish and return it to the same condition it was in prior to the period of occupation.
- 4.4.** The Hirer acknowledges and agrees that the Community Centre is not responsible or liable for any personal property left in the Hired Area at the end of the Hirer's occupation.

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Community Centre Hire Agreement Terms and Conditions Continued

5. Insurance

5.1. If the Hirer is a business, or is using the Hired Area for revenue raising, sporting uses or a similar purpose, the Hirer must maintain insurance for public liability in the amount of \$10 million concerning one single event (or such greater sum as reasonably required by the Community Centre):

5.2. If the Hirer is a private or personal hirer:

5.2.1. the Hirer must pay the Insurance Fee; and

5.2.2. the Hirer must ensure that any third party accessing the Hired Area has effected the insurance described in clause 5.1

6. Compliance with occupational health and safety laws

6.1. The Hirer must comply with the *Occupational Health and Safety Act 2004 (Vic)* and any other occupational health and safety law, regulation or by-law that applies to the Hirer's use of the Hired Area,

6.2. The Hirer must not cause the Community Centre to be in breach of the *Occupational Health and Safety Act 2004 (Vic)* through the Hirer's acts or omissions.

6.3. The Hirer must notify the Community Centre if it becomes aware of the existence of a potential health and safety issue in relation to the Hired Area.

7. Indemnity

7.1. The Hirer indemnifies the Community Centre against all claims, demands, actions, loss and liability in connection with the Hirer's hire and use of the Hired Area, including any damage to the Hired Area or any loss, injury or death to any person in or about the Hired Area.

7.2. The Hirer indemnifies the Community Centre against all claims, demands, actions loss and liability in connection with any third party accessing the Hired Area, including any damage to the Hired Area or any loss, injury or death to any person in or about the Hired Area.

8. Disclaimer

8.1. The Hirer hires and uses the Hired Area at the Hirer's own risk, and releases the Community Centre from all claims, liability and loss in connection with the Hirer's hire and use of the Hired Area.

8.2. The Hirer agrees and acknowledges that the Community Centre makes no warranty or representation to the Hirer about the condition of the Hired Area, or its suitability for the Purpose of Hire.

8.3. The Hirer acknowledges that they have inspected the Hire Area and warrant that the Hired Area is suitable for the Purpose of Hire.

9. Prior to Date of Hire:

Your booking is only confirmed on receipt of payment. Ongoing Hirers may be issued with an invoice.

9.1. Complete all necessary documentation including insurance and licenses & food safety records (where applicable).

9.2. Total hire time must include set-up/pack-up and cleaning time. Hirers are unable to access to the Community Centre until commencement of their period of hire and may not use the Centre at any times other than the agreed times.

9.3. Confirm hire agreement dates with full payment and advise details for the bond with Centre staff. A bond of \$250 is required for all bookings. This can be left as credit card details or cash.

9.4. Collect an Access card from the Community Centre (if applicable) and view the Hired Room between 9.00am and 2.30pm the business day before hire. Features such as audio visual, air-conditioning/heating, location of chairs/tables, cleaning equipment and after-hours access will also be explained. **Specific requirements for kitchen hirers will be explained.** Please Note: there is no public parking in the Community Centre car park.

9.5. **Cancellation Policy:** Cancellations made with more than 7 (seven) days' notice will receive a full refund.

Cancellations made between 7 (seven) days and 48 hours' notice will be refunded any fees paid, less a \$20 cancellation fee. Cancellations made within 48 hours will be charged the full agreed hire fee.

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Community Centre Hire Agreement Terms and Conditions Continued

10. On Date of hire:

- 10.1. Enter the Community Centre car park (at the rear of the building) via Highgate Grove. Your access card will operate the boom gate. The gate opens automatically when exiting the car park.
- 10.2. Enter the Community Centre through the rear door by touching the Access card to the black remote box. An audible beep and change of light from red to green will occur and the door will unlock.
- 10.3. For security purposes, do not leave the rear door pinned open during your session. Ensure it is closed securely once your participants have arrived. There is a door bell located at the door for late comers.
- 10.4. For Room heating/cooling, please see the instructions located next to the control panel in each room.
- 10.5. Hirers must respect other room hirers and participants using the Community Centre, including the Library and surrounding neighbours. A reminder that smoking is not permitted in any area of the Community Centre and grounds.
- 10.6. Hire of the Community Centre is **only** for your specific room and use of the shared break out area and kitchenette. Note: the shared break out space is **not** to be used as a meeting space, as it is an area used by all centre users.
- 10.7 The centre has a small amount of crockery and cutlery available for use. **Please provide your own tea/coffee/sugar/milk for your participants and remind them that our supplies are for use by the Centre's members only.** If it is not possible for you to bring your own supplies, we offer an annual \$10 Membership per person to assist us in covering these costs.
All rubbish is to be taken away and used dishes are to be placed in the dishwasher.

11. On Leaving the Centre:

- 11.1. Please vacate the premises promptly at the end of your hire time.
- 11.2. On completion of your session, all furniture **must be** returned to its original position and if you have borrowed furniture from other areas of the Centre, Please return it. Please leave the room and rest of the Centre clean and tidy as you found it.
Ensure that the air-conditioning is turned off, close the windows, turn off lights and close the door. Mop or sweep the floor if necessary. Cleaning equipment such as mop, broom, brush and pan can be found in the Cleaners cupboard near the rear door (your access card opens the door).
- 11.3. Ensure that you have collected and **removed all** of your rubbish. **No** rubbish is to be disposed of in the Community Centre bins or those of neighbouring traders or properties, as this has repercussions for the Centre.
- 11.4. Ensure that the Community Centre's rear door has closed securely.
- 11.5. The Access card must be returned to the office on the next business day during office hours or placed in the top draw of the filing cabinet in the breakout space or as arranged with office staff. The access card is **deactivated at 10.30pm** every day – you will not be able to access the building after this time.
Please Note: You will be unable to re-enter the building without your access card, so please ensure you have finalised everything before leaving the Centre.
Failure to return the card will incur a \$50 fee applied against your bond.

12. In the event of an Emergency:

- 12.1. The Community Centre has an automatic smoke/fire detector system. Smoke detectors are fitted in each room including the toilets and the shared break-out area.
- 12.2. Any accidental or purposeful activation of a smoke alarm will trigger a full evacuation of the building (including the Library) and an automatic visit from the Metropolitan Fire and Emergency services. The hirer will be responsible for the call out fee if
- 12.3. Smoking, candle burning or use of incense is not permitted at any time within the Centre.
- 12.4. If using the kitchen, cooking should be not left un-attended at any time, and the range hood must be turned on.
- 12.5. The Hirer is responsible for ensuring adequate procedures are followed in the event of an emergency.

Depending on the situation:

- a. Contact Emergency Services – Dial 000 for Emergency Response
- b. Services.

The address is Ashburton Community Centre, 160 High Street, Ashburton.

- b. Assist any person in immediate danger if safe to do so. Administer First Aid as appropriate.

First Aid kits are available around the Centre where this sign is displayed

- c. A Defibrillator is located at the IGA supermarket, across from the Community Centre (219 High Street, Ashburton).



- d. If an emergency occurs during office hours (Monday – Friday, 9.00am -2.30pm) alert Office Staff.

Community Centre Hire Agreement Terms and Conditions Continued

e. If evacuation of the building is necessary, conduct an emergency evacuation using the nearest exit. An evacuation plan is displayed on the Community Centre walls, and a document is also attached.

f. The City of Boroondara has an after-hours standby service to deal with any emergency issues related to council buildings or surrounds after-hours and on weekends.

Please phone 9262 6333.

13. Child Safe Organisation

13.1 Ashburton Community Centre is a child safe organisation and is committed to promoting and protecting the interests and safety of children. All groups and organisations who hire our rooms are to comply with the requirements of the Commission for Children and Young People Act 2012 and to have implemented/be implementing the Child Safe Standards if required to do so. For further information visit <http://www.ccyp.vic.gov.au/child-safe-standards/>.

13.2 Ashburton Community Centre will not hire out it's rooms to PUBLIC room hirers whose staff do not hold current Working with Children's Checks.





Ashburton Community Centre

160 High Street, Ashburton, 3146

Ph: 9885 7952 Email: office@ashburtoncc.org.au

Office Hours: Monday – Friday 9.00am-2.30pm

ACC Evacuation and Emergency Procedures

<p style="text-align: center;">IN AN EMERGENCY TELEPHONE:</p> <p>FIRE BRIGADE 000</p> <p>POLICE 000</p> <p>AMBULANCE 000</p> <p>If it is a fire emergency and the alarms are sounded the Fire Brigade will <u>automatically arrive</u></p> <p style="text-align: center;">WHEN YOU DIAL THE EMERGENCY NUMBER OUR ADDRESS IS:</p> <p style="text-align: center;">Ashburton Community Centre</p> <p style="text-align: center;">160 High Street Ashburton (Corner of Highgate Grove & High Street)</p>	<p style="text-align: center;">EVACUATION ASSEMBLY AREAS</p> <p style="text-align: center;">Highgate Grove Carpark</p> <p style="text-align: center;">and</p> <p style="text-align: center;">Corner of Munro and High St</p> <p>A Fire Safety Plan is on the wall in the kitchen “breakout” area and in front foyer. This details the location of the evacuations points, Fire extinguishers and exits</p>	<p style="text-align: center;">IF YOU HEAR THE FOLLOWING ALARMS:</p> <p>ALERT  <i>beep beep</i></p> <p>ALARM</p> <p style="text-align: center;">or</p> <p>EVACUATION  <i>whoop whoop</i></p> <p>ALARM</p> <p>Action:</p> <ol style="list-style-type: none"> 1. If the alert alarm sounds during Office hours Mon – Fri 9am to 2.30pm staff will check for signs of danger and stand by for possible evacuation. 2. Staff will advise participants if an evacuation is to take place. If so everyone will evacuate via the nearest exit and proceed to the assembly areas. 3. If out of hours, upon hearing any alarm participants are to immediately evacuate via the nearest exit and proceed to the assembly areas. 4. If safe to do so advise other Centre groups of your evacuation, check toilets and other meeting rooms and advise library staff. Please take your attendance sheet with you. 5. Do not re-enter the building unless advised to do so by an authorised person.
<p>FIRE EXTINGUISHERS</p> <p>Located outside office and in demonstration kitchen</p>  <ol style="list-style-type: none"> 1. Use fire extinguisher if safe to do so 2. Remove from bracket 3. Carry to scene of fire 4. While clear of fire remove pin and test the extinguisher 5. Proceed to fire and initially from a distance of no closer than 2 metres direct hose at base of fire and squeeze trigger <p>FIRE HOSE REEL: Located in the front foyer along the wall of the library</p>	<p>KNOW YOUR EXITS</p>  <p>FOR YOUR SAFETY MAKE SURE YOU KNOW THE LOCATION OF THE NEAREST EMERGENCY EXIT</p> <ul style="list-style-type: none"> • THE FRONT ENTRANCE OF THE BUILDING <u>or</u> • THE BACK ENTRANCE OF THE BUILDING WHERE THE STAFF / TUTOR CAR PARK IS LOCATED 	

Room Hirers' Checklist

Pre-Hire

- Confirmed availability of the room over the phone or via email
- Read all the Terms and Conditions
- Completed and Signed Hire Agreement Form
- Understood Access Card Conditions and picked up Access Card (for out-of-hours hire only)
- Bond payment completed

On-the-Day

- Have access card on you at all times
- Have charged mobile phone
- Have copy of signed contract with all accompanying information including emergency information
- Left room clean
- Left furniture as you found it
- Take all rubbish with you
- Turned off room lights and shut all doors

For Kitchen Hirers

- Food Safety Documentation Completed (cleaning & food suppliers list etc as required)

Post Hire

- Returned access card
- If your hire period has come to an end, advise the Centre that you require return of your bond

Thank you for hiring and for supporting the Ashburton Community Centre.