



ACC Room Hire Pack

(Current as of Jan 2023)

This pack contains:

- Information about the Ashburton Community Centre Meeting Spaces
- Building Floor Plan
- Room Hire Pricing Information
- Casual Hire Agreement – **to be signed**
- Annexure 1: Room Hire Information Pack – Guidelines – **to be signed**
- Emergency & Evacuation Procedures
- Room Hirers' Checklist

Ashburton Community Centre's Meeting Spaces

Background

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. The Centre is a modern purpose-built facility.

Location:

Co-located with the Ashburton Library on vibrant High Street, the Ashburton Community Centre is surrounded by great cafes (perfect for a coffee break and for onsite catering options). There is accessible free off-street and on street parking available, the Ashburton train station is close by 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!

Amenities

Centre amenities

- shared break-out area with a kitchenette and tables, a microwave and fridge along with coffee and tea-making facilities.
- Outside deck with flexible table and seating configurations and optional shade
- wheelchair accessible centre.

Room Amenities – all rooms have the following:

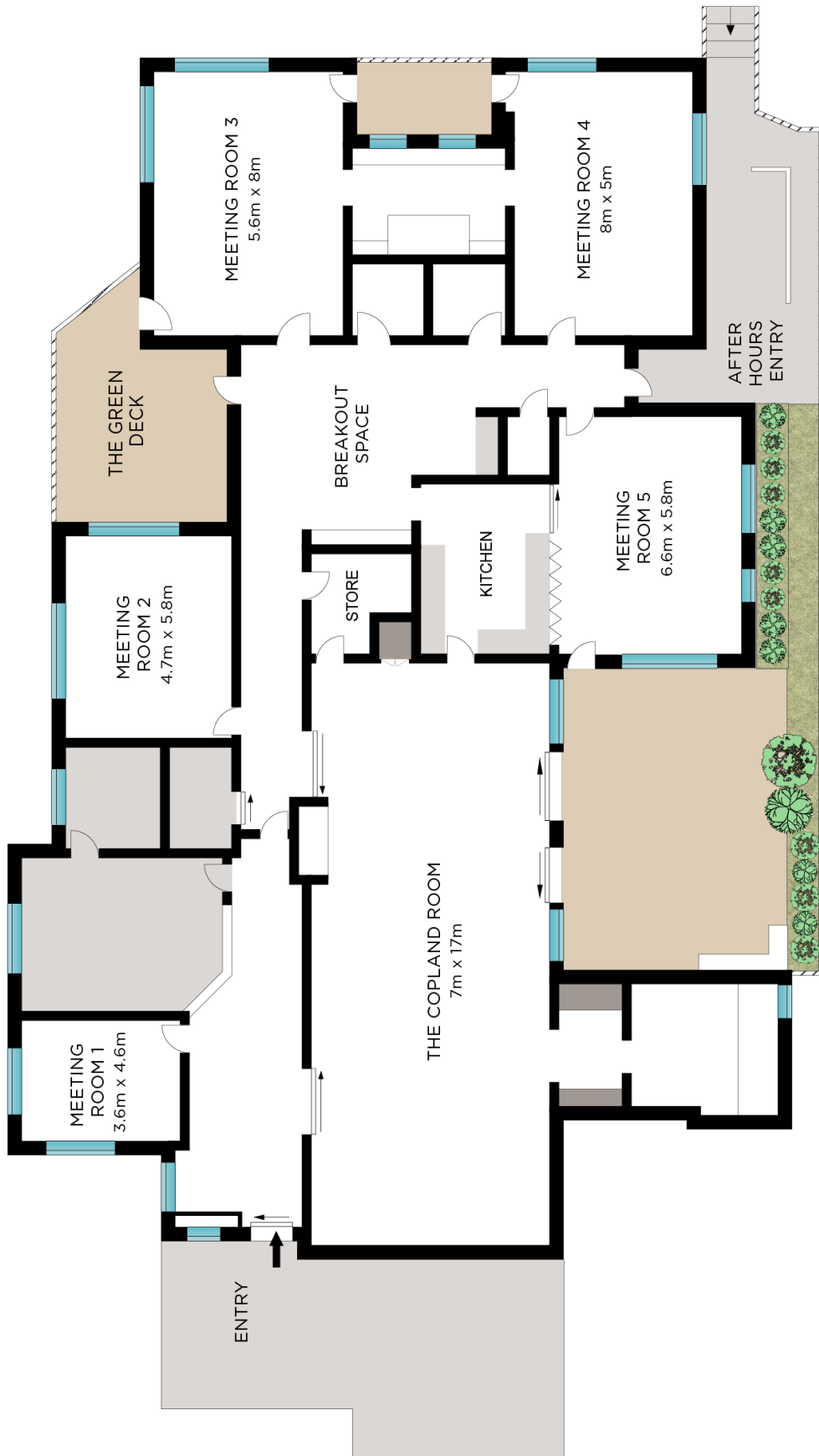
- Whiteboards
- Digital screens
- Individually controlled heating and cooling
- Opening windows
- Wi-Fi
- Flip top tables enabling multiple room configurations and seating arrangements.
- Intercom enabling immediate communication between rooms and rear entrance.

Unique spaces include:

- Large hall with seating (theatre style for 80 people) and access to outdoor deck and mini kitchenette, drop down screen and darkening blinds and access to commercial catering kitchen.
- Art room (room 3) with ample natural light, vinyl floor covering and access to wet room.
- Demonstration / Commercial kitchen able to be integrated with adjoining meeting room.

You can choose to have the activities you run at our Centre promoted for free through ACC to a wide local audience.

Building Floor Plan



Room Hire Pricing Information

2023 Room Hire Rates				
	Rates (\$ per hour)			Full day rate 9am - 5pm (8 hours) FLAT RATE
Meeting Space	Community / not for profit - flat rate (casual and ongoing)	Business - regular (4 hours+ per month)	Business Casual (less than 4 hours per month, or 16 hours per quarter)	any user
1	20	25	40	150
2	25	30	50	200
3	25	30	50	200
4	25	30	50	200
5	25	30	50	200
Kitchen - as annex	10	10	10	50
Kitchen - only	25	30	50	200
Copland Room Full (min 2 hour hire)	15 (2023 current hirers only) 30 (2023)	50	n/a	300
Whole of Centre (all rooms) -	n/a	n/a	n/a	500

All room-hire fees support our not-for-profit Centre run activities, social groups and events in the local Ashburton community.

Please contact our Centre to discuss rooms, availabilities and allow us to find the best space for your activities.

Let us know if you would like our Centre to promote your activities to our 2000+ email recipients, on our pedestrian facing digital screen and through our social media. This is a complimentary “value-add” that our Centre offers.

Casual Hire Agreement (pages 5 – 13)

Hire Details			
Community Centre:	Ashburton Community Centre		
Hirer: <small>Person, group, business, etc</small>			
Type of Group: <small>Not-for-Profit or Business</small>			
Contact name: <small>If Hirer is not an individual</small>			
ABN: <small>If Hirer is a business</small>			
Address:			
Phone:	BH:	AH:	M:
Email Address:			
Purpose of hire:			
Liquor licence: <small>Conditions apply</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Maximum number of people using Hired Area:	
Hired Area:			
Booking Date(s):			
Booking Times: <small>(time must include set up and pack down time)</small>	From:	To:	Total hours:
Hire Fee: <small>clause 1</small>	\$	Bond: <small>clause 2</small>	\$
Insurance: <small>clause 5</small>	Public Liability Insurance \$20 million <small>Required for business or third party</small> <input type="checkbox"/> (tick if applicable)		
Total Fee Payable:	\$ <i>Invoices are done on a monthly basis in arrears.</i>		
Set Up Requirements / Additional needs <small>(tables / chairs and any other requirements)</small>			

Execution and Acknowledgement

Signed by or on behalf of the Hirer:

The Hirer:

- confirms that they have read and understood the terms and conditions set out in this Agreement;
- agrees that the signatory is personally responsible for ensuring that the Hirer complies with these terms and conditions, and if the Hirer breaches any of these conditions, the Hirer will be personally responsible for any such breaches, including any damage to the Hired Area;
- understands their obligation to notify the Centre of any third-party contractors who will be engaged as part of the Hirer's booking;
- understands their obligation to provide copies of insurance for any third-party contractors before the Hirer's booking, in accordance with clause 5.2; and
- agrees to notify the Centre of any changes to the Hirer's booking in relation to third-party contractors prior to the Booking Date.

..... Dated

Signed

.....

Print Name

Name of Organisation (if applicable)

.....

Position within Organisation (if applicable)

Community Centre Approval

..... Dated

Signed

.....

Print Name

.....

Comments

The Community Centre offers this licence subject to these 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

- 2.1.** The Hirer must pay the Bond 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 effected 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 all keys and any written security codes for the Hired Area to the Community Centre.
- 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 must comply with all relevant Acts of Parliament, Regulations, Rules, Codes, Orders, Industry Awards and/or Agreements, By-Laws, Local Laws and other Legislation, when using the Hired Area.
- 3.12.** 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.
- 3.13.** 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.
- 3.14.** 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 previously paid by the Hirer in respect of any occupation period which has not yet passed, less any amounts which the Hirer owes to the Community Centre under this Agreement.

- 4.2. If the Hirer terminates this Agreement:
 - 4.2.1. between 10 and 20 days prior to the Booking Date, an amount up to 50% of the Hire Fee and Bond will be forfeited to the Community Centre;
 - 4.2.2. less than 10 days prior to the Booking date, the Hire Fee and Bond will be forfeited to the Community Centre.
- 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.

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 \$20 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 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 Hirer's purpose.
- 8.3. The Hirer acknowledges that they have inspected the Hired Area and warrants that the Hired Area is suitable for the Hirer's purpose.

9. Room Hire Information Pack

- 9.1. The Hirer must adhere to any guidelines, set out in the Room Hire Information Pack attached as Annexure 1 ('Guidelines'), in relation to the use of the Hired Area, in addition to these Hire Terms and Conditions.

- 9.2. Should the Guidelines contain any discrepancy or inconsistency, these Hire Terms and Conditions shall take precedence for the purposes of resolving the discrepancy or inconsistency.

10. Working with Children Clearance

- 10.1. The Hirer must:
- a) ensure that all employees and volunteers who are required to apply for a working with children clearance ('Clearance') under the *Worker Screening Act 2020* (Vic) ('WSA') have done so, before working with children with children at the Hired Area;
 - b) provide a copy of the Clearance of each of the Hirer's employees and volunteers working at the Hired Area to the Community Centre, on demand;
 - c) ensure that any employee or volunteer that is given a negative notice (within the meaning given to that term in the WSA) does not work with children at the Hired Area; and
 - d) subject to Clause 10.2, ensure that the information in any Clearance of the Hirer's employees and volunteers which is provided to the Community Centre, is kept confidential.
- 10.2. The Hirer agrees that the Community Centre may disclose the information in any Clearance of the Hirer's employees and volunteers for the purpose of administering or enforcing this Agreement or if required by law.
- 10.3. This Clause 10 is an essential term of this Agreement.

11. Child Safe Standards

- 11.1. Where services are provided by the Hirer for children, the Hirer must ensure that they are fully compliant with the Child Safe Standards as set by the Victorian State Government.

Annexure 1: Room Hire Information Pack – GUIDELINES (p10 – 11)

This Annexure must also be signed on page 11.

1. Prior to Date of Hire

- a. Your booking is only confirmed on receipt of signed agreement, payment of \$250 bond and completion of all necessary documentation including insurance and licenses & food safety records and food safety plan (where applicable).
- b. 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.
- c. Access Card can either be collected from the Community Centre or a key-safe code will be issued. For frequent hirers eg weekly or fortnightly an access card may be allocated on an ongoing basis. Access Cards must be returned immediately after use if issued on a temporary basis (ie not ongoing). Loss of an access card may incur a \$50 replacement fee.
- d. Centre viewing: Hirers may view the Hired Space by making an appointment with Centre Office. Features such as audio visual, air-conditioning/heating, location of chairs/tables, cleaning equipment and after-hours access will also be explained.
- e. **Parking:** there is no public parking in the Community Centre car park.
- f. **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 of the hire time will be charged the full agreed hire fee.

2. On Date of hire:

- a. Use the access card to enter the Community Centre car park (at the rear of the building) via Highgate Grove. 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 and allow you access to the Centre and your booked space.
- b. 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 an intercom at the rear entrance for late comers.
- c. Room heating/cooling, please see the instructions located next to the control panel in each room.
- d. The centre has a small amount of crockery and cutlery available for use. If your hire involved larger groups (eg 10 + people) please provide additional tea/coffee/sugar/milk for your group.
- e. All rubbish is to be taken away and used dishes are to be placed in the dishwasher and turned on.
- f. Hire of the Community Centre is **only** for your specific room and use of the shared break out area, kitchenette and deck. The shared break out space is **not** to be used as a meeting space, as it is an area used by all centre users.
- g. Smoking, candle-burning or use of incense is not permitted at any time within the Centre.

3. On Leaving the Centre:

- a. Please vacate the premises promptly at the end of your hire time.
- b. On completion of your session:
 - i. all furniture **must be** returned to its original position and if you have borrowed furniture from other areas of the Centre, please return it.
 - ii. Please leave the room and rest of the Centre clean and tidy as you found it. 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)
 - iii. Ensure that the air-conditioning is turned off, close the windows, turn off lights and close the door.
 - iv. 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.
- c. Ensure that the Community Centre's rear door has closed securely.
- d. The Access card must be returned to the office on the next business day during office hours or placed back in the key-safe or in any alternate secure place as arranged with office staff. Failure to return the card will incur a \$50 fee applied against your bond.
- e. The access card is **deactivated at 10.30pm** every day – you will not be able to access the building after this time. **You will be unable to re-enter the building without your access card, so please ensure you have finalised everything before leaving the Centre.**

4. Use of Kitchen


- a. When using kitchen for first time please familiarise yourself with food safe posters and information and the fire blanket and extinguisher location
- b. Worksurfaces and equipment are cleaned as per cleaning schedule and records completed,

- c. All food safety records (in red folder) must be completed. This includes food purchased for use as per kitchen hirers activities.
- d. Ensure kitchen is left clean and tidy. All excess food must be removed and rubbish bags emptied. An unclean kitchen may result in a cleaning charge.
- e. Comply with directions of the food safety supervisor in relation to kitchen activities.
- f. When using the kitchen, cooking should be not left un-attended at any time, and the range hood must be turned on.
- g. If you are using the kitchen to assemble and prepare **small** amounts of food for **on-site** consumption your food preparation can come under the Centre's registration. If you are using the kitchen to produce **commercial** quantities of food for sale you will need to have your own registration of our kitchen and corresponding food safety plan and provide this to the Centre.
- h. Kitchen hirers are strongly encouraged to complete the free online food safety and allergen awareness available here: <https://foodallergytraining.org.au/login/index.php>

5. In the event of an Emergency:

- a. 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.
- b. 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 found to have intentionally activated the smoke alarm.
- c. The Hirer is responsible for ensuring adequate procedures are followed in the event of an emergency.

Depending on the situation:

- Contact Emergency Services – Dial 000 for Emergency Response Services.
 - The address is
 - **Ashburton Community Centre, 160 High Street, Ashburton.**
- 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.
- A Defibrillator is located within the foyer between the Centre and the Library. 
- If an emergency occurs during office hours (Monday – Friday, 9.00am -2.30pm) alert Office Staff.
- For out of hours support/emergency call 0407968221. A call out fee of \$175 may be charged.

6. Code of Conduct

- a. Hirers must respect other room hirers and participants using the Community Centre at the same time, including the Library and surrounding neighbours.
- b. Hirers running activities or acting in a manner (either at the Centre or externally) that contravenes the Centre's vision, purpose, values/behaviours and goals may have their hire agreement terminated. (These can be found on our website in About Us)
- c. Hirers that act in a manner that constitutes any degree of risk to the Centre (including financial, reputational or otherwise) may have their hire agreement terminated.

Signed by or on behalf of the Hirer:

The Hirer confirms that they have read and understood the terms and conditions set out in this Annexure;

..... Dated



Signed

.....

Print Name Name of Organisation (if applicable)

We ask that you read this document thoroughly as it contains important information pertaining to your Hire particularly if you are hiring outside Office Hours. You are required to have a signed copy of this agreement on you at all times during your hire period.

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</p> <p style="text-align: center;">(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.
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FIRE EXTINGUISHERS

Located outside office and in demonstration kitchen



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

FIRE HOSE REEL: Located in the front foyer along the wall of the library

KNOW YOUR EXITS



FOR YOUR SAFETY MAKE SURE YOU KNOW THE LOCATION OF THE NEAREST EMERGENCY EXIT

- **THE FRONT ENTRANCE OF THE BUILDING**
or
- **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, signed and returned a copy of Casual Hire Agreement
- Understood Access Card Conditions and either picked up Access Card (for frequent out of hours hire only) or be aware of allocated access code
- 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, heating/cooling and shut all doors

For Kitchen Hirers

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

Post Hire

- Returned access card to key safe or office
- 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.