



## **2021 POLICY, TERMS & CONDITIONS FOR USE OF BRIDGE DAREBIN FACILITIES-**

### **BANKSIA, GREVILLEA AND WATTLE ROOMS**

#### **261 HIGH ST, PRESTON**

Please note that Bridge Darebin Preston and Bridge Darebin Thornbury and associated venues, including the Leinster Grove Community Hall, are included in the descriptors “Bridge Darebin facilities” and “Bridge Darebin sites” in the policy document reproduced below; and that other references to Bridge Darebin or Preston Neighbourhood House Inc. are inclusive of Bridge Darebin Preston and Bridge Darebin Thornbury.

#### **1. SCOPE**

To whom does this policy apply and when?

- Hirers of Bridge Darebin facilities at the Preston Neighbourhood House Inc. sites at 261 High St Preston.

#### **2. DEFINITIONS**

**Words or phrases which are special to this policy or procedure, and may be unfamiliar or misinterpreted.**

- “Bridge Darebin” is the trading name of, and refers to, Preston Neighbourhood House Inc, which has premises in Preston and Thornbury.
- “Hirer” as being the person who signs the Application Form and who assumes responsibility for agreeing to the terms of this agreement.
- Selection Criteria will be used to determine the successful party, should more than one application be received for competing times and/or room allocation.
- Public Liability Insurance must be taken out, or proof of currency provided, by all Hirers for the period of the agreement to protect the Hirer from litigation.
- Differential charges apply to rooms according to size and amenities available
- A \$500 bond applies to all hire agreements. The bond is refundable providing all conditions of the hire agreement have been met: e.g. there is no damage, all rubbish is removed from the premises, all utilities turned off, the premises are clean and tidy, and furniture is returned to the appropriate areas.
- The \$100 key deposit is refundable if the keys are returned within 3 working days.
- The No-Smoking, No-Alcohol terms apply to all users at Bridge Darebin, except as defined.

- The Chief Executive Officer refers to the Chief Executive Officer of Preston Neighbourhood House Inc.

### **3. POLICY**

Bridge Darebin is committed to providing fair and equitable access for community groups to its facilities, when they are not being used for its own activities. Hiring fees will be kept to a minimum while reflecting reasonable operational costs of the facilities.

Bridge Darebin reserves the right to refuse an application to hire.

Bridge Darebin has a no-alcohol policy applying to use of its facilities, except as noted below.

### **4. PROCEDURES**

#### **PRIORITY FOR THE USE OF FACILITIES WILL BE GIVEN TO:**

1. Bridge Darebin programs and activities.
2. Darebin Council events/groups
3. Groups or organisations that are non-profit and based in the City of Darebin.
4. Non City of Darebin community groups or individuals who are providing benefits to the Darebin community either directly or indirectly.
5. Private businesses or individuals

#### **SELECTION CRITERIA FOR HIRING PURPOSES**

1. Maximising use of available space.
2. Frequency of use.
3. Suitability of room size & amenities.
4. The time of application.

### **7. CONDITIONS**

#### **ATTENDANCE:**

- The Hirer or a nominated person acceptable to the Manager, shall be required to be present during the entire period of the hire.

#### **INSURANCE:**

- All user groups are required to take out and independently pay for Public Liability and Personal Risk Insurance cover for a minimum of \$5,000,000.
- User groups with existing Public Liability Insurance cover must provide a copy of the Certificate of Currency at the time of making a booking.

- Arrangements to purchase one-off Public Liability Insurance can be made through Bridge Darebin in conjunction with the City of Darebin but cannot be used for on-going bookings. Additional charges apply for this service if payment is made less than two working days prior to the hire date.

#### **BOOKINGS:**

- Requests for bookings can be made by completing a Hire Agreement form.
- The minimum hire period is 4 weeks, with a maximum of 12 months upon which agreements must be reviewed.

#### **CONFIRMATION:**

- A booking is confirmed once the completed form is received and a \$50 deposit (or full payment) and applicable insurance have been paid. The payment and application must be acknowledged by Bridge Darebin Management.

#### **FEES & CHARGES:**

- All Fees must be paid in full at least three working days prior to the booking, or by the invoice due date.
- Bridge Darebin reserves the right to cancel a booking without notice if payment is not received by the due date.
- **All overdue invoices will incur a late fee of \$50 and be reissued. If payment is not received after a second issue of invoice, the matter will be referred to a debt collection agency.**

#### **BONDS:**

- User groups and private hirers will be required to pay a bond of \$500 for hire of facilities. The bond is refundable when the Chief Executive Officer or their authorised representative has deemed that all conditions of bond return have been met.
- A \$100 key bond applies to all bookings where a key is issued, and is refundable if the key is returned within three working days.

#### **CANCELLATION:**

- If a cancellation request is received on a confirmed booking less than 4 weeks prior to the hire date as indicated on the booking form, all fees will be due and payable and invoiced accordingly. Cancellations prior to four weeks will be processed at no extra fee.

#### **ACTIVITIES:**

- Groups conducting any activity requiring a permit from any authority must obtain the permit prior to the commencement of that activity.

- Where the facility is used for providing programs / activities for people under the age of 18 years, the Hirer shall provide competent adult supervision at all times

#### **SECURITY:**

- Hirers must ensure all doors are locked when vacating the premises. Penalty: \$50.
- Hirers must ensure that alarms, where fitted, are activated on exit, provided there are no other associated Hirers or Bridge Darebin staff present in the building at that time.
- Keys, and alarm codes where appropriate, will be issued to the Hirer or his/her nominee only.
- Groups must supply Bridge Darebin staff with an up-to-date list of members who have access to keys and codes.
- Security for personal items is the responsibility of the individual and /or group.

#### **FACILITIES, FURNITURE & EQUIPMENT:**

- Hirers **must ensure that all lights** (excluding security lighting), **fans, air conditioners, computers and heaters are turned off** at the conclusion of sessions. Penalty: \$28.
- Hirers are welcome to arrange tables/chairs etc to meet the needs of the group but must be returned to their usual arrangement at the conclusion of the session. Penalty: \$28.
- Additional charges apply to air conditioning in Bridge Darebin halls, due to the high cost of cooling these areas.
- Access to equipment and services, *eg photocopier; video; overhead projector; set of laptops; set of iPads; telephone etc* can be negotiated at time of booking. Additional charges apply. Not all equipment or services are available at all sites, or outside business hours.
- Refreshments are not included in the cost of hiring.

#### **CLEANING AND RUBBISH REMOVAL:**

The Facilities must be thoroughly cleaned and cleared of all decorations, signs and rubbish.

- Floors must be swept with the broom provided. Penalty: \$35.
- Spills must be mopped from floors with the mop provided. Penalty: \$35.
- Tables and benches must be wiped down. Penalty: \$20.
- The Kitchen must be left with all benches wiped, floors cleaned, ovens cleaned and all dishes put away. Penalty: \$35.
- Rubbish, including balloons, must be removed from the premises. Rubbish (bagged or otherwise) must not be left anywhere on the premises, including in the on-site "wheelie bins". Penalty: \$35.
- No sticky tape, hooks or nails can be used on any walls, doors or door frames. Minimum penalty: \$100.

#### **DAMAGE:**

- The floors, walls, curtains or any part of Bridge Darebin premises including furniture and fittings must not be broken, pierced by screws or nails, scratched or in any other way damaged (including the use of adhesive tape).

- The Hirer accepts responsibility for damage to Bridge Darebin, or to private property, and agrees to meet the full cost of cleaning or repairing or replacing any of these should any damage occur as a result of the hire. The Chief Executive Officer's assessment of the damage (in consultation with Darebin City Council where required) shall be taken as final. The amount assessed will be deducted from any bond held, or paid immediately an account is rendered.

#### **SMOKING:**

- Smoking is not permitted anywhere on site, including in any of the buildings, in the gardens, playgrounds or yards.

#### **ALCOHOL:**

- Alcohol is not permitted at any site except at Leinster Grove Community Hall, when specifically approved, and after payment of a \$1000 cash bond. Permits and compliance are the responsibility of the Hirer.

#### **DISORDERLY BEHAVIOUR:**

- No obscene or insulting language or disorderly behaviour shall take place in or around the premises.

#### **OPEN FLAME LAMPS / CANDLES & APPLIANCES:**

- No open flame shall be used in the buildings without the Chief Executive Officer's permission. Hirers and caterers shall not take into any part of the building any gas or electrical appliances unless permission has been obtained from the Chief Executive Officer.

#### **EVACUATION PROCEDURE:**

- Hirers must be aware of evacuation procedures and the location of exits. An Emergency Evacuation Plan is included in the Hire Agreement as Annexure B.

#### **SUB-LETTING**

- No portion or portions of the facility are to be sub-let or bookings transferred without the written permission of the Chief Executive Officer.

#### **LIMIT OF HIRING**

- The Hirer shall only be entitled to use the particular part or parts of the building hired for the time nominated on the hire agreement. The nominated time bloc must include set-up and pack-up time.
- Bridge Darebin reserves the right to let any other portion of the building for any purpose or purposes at the same time.

- To alter a booking, the Executive Assistant must be informed at least four weeks prior to altering any time, session length, day and/or room etc.
- Groups found to have used a part of the building that they did not hire or staying longer than the agreed time will be charged the appropriate rate for that room. This will be deducted from any bond held or paid by the Hirer immediately an account is rendered.

## **STORAGE**

- It is strictly forbidden for the Hirer to store any alcohol or illegal substance on the premises.
- Hirers should not expect to be able to store anything on-site. A limited amount of on-site storage space may be available to ongoing hirers by negotiation, at additional cost.

## **INTERNET USAGE**

- Access to the Bridge Darebin wi-fi network is available on the condition that the hirer completes and adheres to the Internet Usage Agreement

## **COMMUNICATION SYSTEMS**

- Please ensure contact details for Hirers are provided to Bridge Darebin and updated whenever changes occur. Changes should be emailed to [ea@bridgedarebin.org.au](mailto:ea@bridgedarebin.org.au)
- Mail delivered to Bridge Darebin for ongoing hirers should be addressed to 218 High St Preston and will be kept at reception at this site. Bridge Darebin accepts no other responsibility for mail received at our premises that is not addressed to Bridge Darebin.

## **PUBLICITY**

- It is a condition of hire that religious or political groups **do not** use the name of “Bridge Darebin” in their own publicity. Please direct your members to the facility using only the street address.

## **INDEMNITY**

- The Hirer agrees to hold harmless Preston Neighbourhood House Inc., its servants and agents against any loss or damage in any form sustained by the Hirer or any person, firm or corporation, including by reason of negligence of Bridge Darebin, its servants or agents.

## **PERFORMING RIGHTS**

- In the case of a performance or a concert, the Hirer shall not produce, or permit to be produced any dramatic or musical work that infringes on the copyright or performing right of any owner of such right or rights, and the Hirer agrees to indemnify Bridge Darebin against any claim for breach of copyright or any action therewith.

**ENDING HIRING AGREEMENT**

- The Board of Management of Preston Neighbourhood House Inc. reserves the right to end the agreement if the terms & conditions as set out in this agreement are not being met.

