

POLICY, TERMS & CONDITIONS FOR USE OF BRIDGE DAREBIN FACILITIES

Please note that Bridge Darebin Preston and Bridge Darebin Thornbury and associated venues, including the Leinster Grove Community Hall (Bridge Darebin 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 all the Preston Neighbourhood House Inc. sites, including those for which Bridge Darebin has management responsibility.*

Additionally, this document forms ANNEXURE C to the Hire Agreement.

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 bond applies to all hire agreements; the amount is based on the room and the Hirer’s activities in the room. The bond is held through Bridge Darebin’s booking platform, SpacetoCo, and is released following the hire, 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, furniture is returned to the appropriate areas and all keys are returned.
- The No-Smoking, No-Alcohol terms apply to all users at Bridge Darebin.
- The Chief Executive Officer refers to the Chief Executive Officer of Preston Neighbourhood House Inc.
- The Manager refers to the Bridge Darebin manager responsible for venue hire.

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.

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.

5. 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 City of Darebin but cannot be used for on-going bookings. This insurance is not connected to Bridge Darebin, but to Darebin Council, as the owners of the buildings. Bridge Darebin is able to provide an online link to purchase this insurance through Darebin Council.

BOOKINGS:

- All bookings are to be completed via SpacetoCo

CONFIRMATION:

- A booking is only confirmed once all of the following have been completed:
 - Booking submitted through SpacetoCo
 - Proof of Public Liability Insurance uploaded to SpacetoCo
 - Approval by Bridge Darebin within SpacetoCo
 - Payment received through SpacetoCo

RATES:

- Our venue hire rates are dependent on the space being used and the nature of your group or activity. Community Groups refers to local non-for-profit groups, community based groups, and other local organisations that benefit the community. All other hirers refers to commercial groups, private hire and any other income generating activity.
- Fees are negotiable for community and non-for-profit groups, and support for financial hardship may be available.
- Fees for regular ongoing bookings may be negotiable on a case-by-case basis. Ongoing bookings must be a minimum of 12 per year or they will be considered casual "one-off" bookings.
- A bond is held before the booking and released dependent on post-hire inspection as per our terms and conditions.
- Public liability insurance is required by all hirers; for one-off bookings Bridge Darebin can an online link to purchase insurance through Darebin Council. Ongoing hirers are required to have their own insurance.
- Cleaning is not included in the hire rate; all hirers are expected to leave the space as they found it, which might include sweeping, mopping, wiping benches and rearranging furniture, if required. Failure to leave the space the Hirer found it may result in a Bond deduction.
- Storage may be available for ongoing hirers on request for an additional fee.
- Bridge Darebin reserves the right to review venue hire rates as necessary.

FEES & CHARGES:

- All Fees must be paid in full via the SpacetoCo platform prior to the booking.
- 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:

- A bond applies to all hire agreements; the amount is based on the room and the Hirer's activities in the room. The bond is held through Bridge Darebin's booking platform, SpacetoCo, and is released following the hire, 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, furniture is returned to the appropriate areas and all keys are returned.

CANCELLATION:

- If a cancellation request is received on a confirmed booking more than seven days before the booking, a full refund will be provided, less any SpacetoCo booking fees.
- If a cancellation request is received on a confirmed booking less than seven days before the booking, a 75% refund will be provided (Bridge Darebin will keep 25% of the booking fee to cover administration and loss of business costs).

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.
- Strictly no 16th, 18th or 21st birthday parties are permitted at any of the Bridge Darebin venues.
- **Alcohol is NOT permitted in any Bridge Darebin venue.**
- For evening events, music may not continue past 11pm on Friday & Saturday nights. Earlier music cut-offs apply for Monday – Thursday & Sunday, to be discussed with the Manager

SECURITY:

- Hirers must ensure all doors are locked when vacating the premises. Penalty for non-compliance: \$50.
- Hirers must ensure that alarms, where fitted, are activated on exit, provided there are no other associated Hirers or Bridge staff present in the building at that time.
- Keys, and alarm codes where appropriate, will be issued to the Hirer or their 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.
- After-hours issues with facilities, such as doors, windows, problems with the locks etc., must be reported immediately to Darebin Council on their 24 hour number, 8470 8889.
- Events with loud music at Leinster Grove Hall are typically not permitted as a restriction from Darebin Council. In the event that Bridge Darebin approves an event with loud music, security guards are required at the hirer's expense
 - Guards will be arranged by Bridge Darebin and invoiced to the Hirer, payable before the event. Only Bridge Darebin's preferred supplier can be used, the hirer cannot arrange their own security instead of Bridge Darebin's preferred supplier.
 - Security is required 30 minutes before guest arrival time until 30 minutes after scheduled event finish time. Eg. If guests are scheduled to arrive at 5pm & the event finishes at 11pm, security would be required for 7 hours (4.30pm - 11.30pm).

- If guests take longer than expected to leave the hall, resulting in the security guards having to stay longer than anticipated, these additional costs will be paid by the client after the event. Higher rates may apply for this.
- For events with less than 50 guests, 1 guard is required (based on the type of event, Bridge Darebin is permitted to increase the number of guards required, at the hirer's expense)
- For events with 50+ guests, 2 guards are required (based on the type of event, Bridge Darebin is permitted to increase the number of guards required, at the hirer's expense)
- Guards will be briefed on the event by Bridge Darebin. They will be briefed as follows:
 - If the event turns out to be a 16th, 18th or 21st, it will be shut down immediately
 - Guests are to remain in the hall at all times, unless they are smoking or departing
 - The music must be at a reasonable level
 - The music must be turned off no later than 11pm for evening events
 - All guests must be departed by 11.30pm for evening events
- Security will remain onsite until only the "pack up crew" is left (ie. a small amount of family members who are staying back to clean up).
- Security will not be responsible for locking up the venue, this responsibility will remain with the Hirer.

COVID-19:

- Hirers must agree to follow current public health orders and to Bridge Darebin's COVIDSafe procedures.

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 for non-compliance: \$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 for non-compliance: \$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 for non-compliance: \$35.
- Spills must be mopped from floors with the mop provided. Penalty for non-compliance: \$35.
- Tables and benches must be wiped down. Penalty for non-compliance: \$20.
- The Kitchen must be left with all benches wiped, floors cleaned, ovens cleaned and all dishes put away. Penalty for non-compliance: \$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 for non-compliance: \$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.

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 on SpacetoCo as part of your booking.

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 in the booking. The nominated time block must include set-up and pack-up time.
- Bridge Darebin reserves the right to hire any other portion of the building for any purpose or purposes at the same time.
- To alter a booking, the Hirer must do so via SpacetoCo. Approval is at Bridge Darebin's discretion and pending availability. Alterations are not guaranteed until approved by Bridge Darebin.
- 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 onsite. A limited amount of onsite storage space may be available to ongoing hirers by negotiation, at an 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 via SpacetoCo and updated whenever changes occur.
- Mail delivered to Bridge Darebin for ongoing hirers will be left in the racks provided for that purpose in the entrance lobby to 220 High Street Preston, and inside the front door of the hall at Leinster Grove. It is the hirer's responsibility to ensure that these are checked regularly and mail is collected. 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 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.

Please complete this form at the end of your hire period and return with the key.

Name of Hirer: _____ Date: _____

	YES	NO	Admin Only Y/N
No damage to facility, furniture or fittings	☐	☐	
All Bridge Darebin Posters and signs remain in place	☐	☐	
All doors locked	☐	☐	
No tape or Blu-tack on walls, ceilings or floors	☐	☐	
All floors swept and clean	☐	☐	
Chairs and tables cleaned and returned to original place	☐	☐	
Toilets clean and tidy	☐	☐	
All spillages mopped up	☐	☐	
All benches and sinks clean and dry	☐	☐	
Stove and oven clean and turned off	☐	☐	
All rubbish removed from premises	☐	☐	
Heaters, air conditioners & lights turned off	☐	☐	
Fire blankets and extinguishers in place	☐	☐	
All cleaning equipment in place	☐	☐	

PLEASE NOTE: The bond is released when Bridge Darebin staff have deemed that all of the above conditions have been met and key(s) have been returned.

Bridge Darebin staff to sign:
