



Venue Hire Pack

Version 10 2018

Includes:

Venue Hire Application Form
Hire Terms and Conditions
Venue Hire Entry and Exit Procedure (June 2017)
Price list (revised June 2017)
Building Plan
Activity Plan Form
Venue Hire Feedback Form



Woodcroft-Morphett Vale Neighbourhood Centre Inc Venue Hire Application Form

ABN 15 903 543 682

Title: _____ Name: _____ Organisation: _____

Phone number: _____ Mobile: _____ Fax: _____

Address _____
Street: _____ Suburb: _____ P/Code: _____

Email Address: _____

Name of Event Activity: _____

Items in BOLD above will appear on the public Google calendar and our material unless otherwise advised.

Type of Event:

Description of event : _____ Number of attendees: _____

When:

Start & Finish date: _____ Start & Finish Time: _____

Reoccurring: Every: (i.e Mon or 2nd Tues) _____ Each (week/fortnight/month) _____

or use the Bulk Booking form next page

Facilities required:

Projector & Sound (AV) Kitchen Wifi Outside BBQ (\$20)
Hirer to provide own laptop, VGA & audio cable

Preferred room/s: _____

Hirer's are required to clean the room, including tables, crockery, cutlery, trolley, sink, sweep and mop floors, and stack chairs (detailed in the terms & conditions). Should any cleaning be required after you leave a minimum charge of \$30 per half hour will be invoiced or deducted from your bond. Any additional cleaning will be at commercial rates.

I acknowledge that I have read and agree to the Hire Terms, Fees and Conditions.

I acknowledge that in the event of a medical incident Centre Staff and volunteers will follow First Aid principals, which may include the calling of SA Ambulance. Any associated costs will be the responsibility of the patient.

Total Agreement cost: _____

Hire Charge: _____ Bond Charge: _____

Signed: _____ Date: _____

CHILD SAFE ENVIRONMENTS WORKING PARTNERSHIPS

All service providers, partners or organisations that provide services or activities, wholly or partly for children confirm that they have fulfilled their requirements of the Children's Protection Act 1993 prior to the provision of the service. The Licence Holder/Hirer must provide a current police clearance if requested to do so. *Please refer to www.families.sa.gov.au for further information.*

Signed: _____ Date: _____

Hire Terms and Conditions

These terms and conditions have been developed to ensure that the resources of the Woodcroft Morphett Vale Neighbourhood Centre are accessible to local community members, agencies and businesses, who provide services and activities for our community.

1. Contract

All room use and hire is subject to signed or online Venue Hire Application, which is a contract with the Management Committee of the Centre accepting these terms and conditions, for a 6 month period only.

The committee reserves the right to terminate the agreement for any reason including breach of the hire terms and conditions.

2. Terms of Payments

NOTE – WMVNC does not have EFTPOS / card facilities.

Casual Hire: All casual hire accounts are cash, cheque or Electronic Funds Transfer. We use the Surname of the person making the booking as a reference. **All payments for bookings must be made 14 days in advance of the hire.**

Please note, when paying Bonds by EFT please supply your account details for an EFT refund by email to the Venue Hire Officer.

EFT payments should be made through your financial institution to:

Bank: ANZ

Payable to: Woodcroft Morphett Vale Neighbourhood Centre

Reference: The Surname of the person who made the booking

BSB: 015-305

Account Number: 9003 24975

Regular Hire: Organisations with regular hire accounts are invoiced monthly with EFT information on the invoice. **Terms are strictly 30 days.** It is the responsibility of the hiring organisation to inform in advance when the facility is not to be used when regular bookings have been made.

3. Bond

- A bond is payable on **all** hires 14 days in advance of the hire.
- From 9 am to 5 pm school days the cost is \$50 (no alcohol)
- Outside these times the costs are \$300 (no alcohol).
- If alcohol is to be consumed a risk assessment will be completed by the Venue Hire Officer and the bond amount and security guard requirement will be confirmed. The highest bond amount being \$1,000.
- For large functions see point 7.
- Bonds paid in cash are returned in cash the Thursday after the event, bonds paid by EFT are refunded by EFT on the following Thursday, provided the bank details for the refund are provided to staff.
- The Bond covers the cost of cleaning, damage, security call outs or overdue accounts. Any events requiring bond deductions will be photographed and/or documented for evidence and available to you.

4. Bookings

You can view current room bookings in the Venue Hire section of our web page, www.wmvnc.org, or contact the Venue Hire Officer on venuehire.wmvnc@gmail.com or phone 8384 0078, for queries regarding venue availability.

To make a booking an application must be completed and returned to the Venue Hire Officer. This can be done by completing the form in this pack, or alternatively going to <http://wmvnc.org/hallhireapp.html> and completing the online application. Once the application is received a tentative booking will be made. To confirm this booking, payment of hire fee, bond and a copy of insurance is required a minimum of 2 weeks prior to your event.

5. Security Key Cards & Induction

When collecting the key card and codes please allow fifteen minutes to have an induction which covers building security, evacuation procedure, safety systems and equipment usage. Key cards must be collected during office hours of 9:00am – 3:00pm in school term (9:00am – 12:00pm during school holidays). **An appointment is essential** and **no** Key Cards will be issued unless the Bond has been paid, Insurance certificate copied, and casual hires must have paid the hire costs.

Key cards for after hours hires must be returned the following business day.

6. Children's activities and functions

All organisations providing services to children under 18 years are required to have in place appropriate child safe policies, conduct related employment screening, and lodge a Child Safe Environments Compliance Declaration with South Australia Department for Education and Child Development at <http://www.families.sa.gov.au/pages/protectingchildren/LodgeComplianceStatement/> **prior** to making a booking.

7. Large Functions

Large functions such as, but not limited to, 16th, 18th or 21st birthday celebrations will require a risk assessment. Conditions and charges will be advised by the Venue Hire Officer.

8. Crèche

The crèche can be hired independently without staff.

9. Smoking and Smoke Machines

The Woodcroft Community Centre is non-smoking venue - no smoking is permitted on the property. Smoke machines are not permitted in the building as they will set off our fire alarms.

10. Alcohol

If alcohol is to be consumed on the premises a risk assessment will be conducted. Security guards may be required and a higher bond may apply.

Alcohol cannot be sold without a current liquor license to do so on the premises.

** It is illegal for people under 18 years to consume alcohol on the premises.*

11. Electrical Equipment

Any electrical equipment brought into the Centre must be in sound working order and tested and tagged so that it complies with Australian Government Safety Standards AS3760. Please contact a Venue Hire Officer for further information.

12. Kitchen Facilities

The fully equipped kitchen may be booked independently or in conjunction with other spaces.

13. Room Facilities

Tables, chairs, WiFi, data projector, screen and audio are provided with each meeting room. Tea and coffee is provided in meeting rooms 1, 2, 3, 6, Crèche and The Link. Rooms 3 and 6 have small fridges and sinks. Rooms 1 & 2 have trolleys and urns and access to the large kitchen if booked.

Rooms 3, 4, 5, & 6 have fixed white boards. A mobile whiteboard is available in rooms 1 and 2.

The foyer and street areas of the building are not included in room hire and may not be used for any activity at any time. The exception is for a major public event where alcohol is not available, staff are present and negotiated by the Venue Hire officer with Library staff.

Setting up, cleaning and putting away of chairs and tables, cups, dishes, sweeping and mopping floors, cleaning the kitchen facilities used and removing rubbish is your responsibility.

Any extra cleaning required will be carried out by a commercial cleaner and the cost deducted from the bond or added to the invoice. When we need to clean the trolley or sinks and wash cups and glasses a \$30.00 minimum fee will be deducted from the bond or added to the invoice.

We allow 15 minutes only for set up and 15 minutes only for clean up without charge for all hires. Events and celebrations we allow an hour (total) without charge and more time may be arranged with the Venue Hire Officer. If you require more time please speak with the Venue Hire Officer before making your booking.

Please note that you must vacate the building by no later than 12:45am, and no loud noise is permitted after 12 midnight.

14. Emergency Evacuation and Occupational Health and Safety Responsibilities.

Each client is responsible to ensure their group is aware of the fire and emergency procedures on the wall of each hire room and follows safe work procedures when moving equipment or cleaning. Orientation to evacuation procedures is provided the first time the key card is collected.

15. Storage

No storage space is available for your equipment in the Centre.

16. Insurance

All clients must make arrangements for insurance cover in the Centre. The Management Committee requires a copy of your public liability insurance for the Centre records of \$10,000,000.

Proof of this cover can be given by forwarding a photocopied or scanned copy of a current cover note, or certificate of currency, prior to confirmation of a booking. If the insurance is provided by an umbrella or parent group a formal current cover letter from that organization is sufficient.

Casual hire insurance cover for non-business activities may be purchased from Council for \$15 at the Customer Service Desk in the Woodcroft Community Centre or enquire at City of Onkaparinga Council for details. Ph: 8384 0666

17. Telephone

No public phone is available in the building.

18. First Aid

Please provide your own first aid kit outside 9:00am – 3:00pm week days. Inside these hours first aid is available from the Neighbourhood Centre Reception. Any incident should be recorded on the yellow incident report form available in each room and passed on to Neighbourhood Centre staff immediately or advise within 12 hours.

19. Medical Incidents

In the event of a medical incident Centre Staff and volunteers will follow First Aid principals, which may include the calling of SA Ambulance. Any associated costs will be the responsibility of the patient.

20. Cancellations

All cancellations must be submitted in writing: an email is sufficient. Cancellations for the use of the Centre's rooms are required 14 Days prior to the event/activity for a full refund. **A cancellation fee of \$20.00 per room applies to cancellations less than 14 days; less than 24 hrs notice incurs full room hire charges.**

21. Long Term Bookings

Long term bookings are for a **maximum of 6 months and only for the current calendar year**. Please note that the rooms you have booked may not be available indefinitely. All bookings and price schedules are reviewed at the end of the contract.

22. Fees

Fees are attached in the Venue Hire Pack. Please note that Venue Hire fees are already discounted and no further discounts apply. Day charges are for an 8 hour hire inclusive, extra time will incur extra charges.

23. Waiver

It is client's responsibility to inform their participants or guests about emergency procedures, any safety issues and acceptable use of the facilities.

24. Room Hire Statistics

Please complete a room use and feedback form and return to reception with the key card, any remote controls and cables. Staff can provide you with a form when you return the key if this is more convenient. There is also an online form for feedback on the Venue Hire section of the web page to inform us of the services you have received.

Please note that this building is the premier green building in the City of Onkaparinga and as such we would appreciate your using recyclable materials and our crockery as much as possible to reduce non-recyclable waste.

WMVNC Venue Hire Entry and Exit Procedure 2017

Policy Reference

Work Health and Safety.

Purpose:

To provide a process for acceptable use of the security system for entering and exiting the building.

Procedure:

When hiring a room for afterhours use you must collect a Key Card and security code in advance of the hire (an appointment will be made for a venue induction and key card collection). The Key Card provides access to all public areas and the specific rooms you have hired. When you enter the code on entry to the building all the common area alarms will be deactivated providing access to the street, walkways and public toilets. You will be required to turn off the alarms in the rooms you have hired before your Key Card will open the doors to the rooms.

Entering the Building

1. Go to the Western Service door of the building between the college and council building.
2. Using the Key Card, swipe the card reader at the service door, the doors will open.
3. Step inside and the alarm will begin beeping if no one else is in the building. If the alarm is off in any room there is no beeping and the common areas alarms are already deactivated. *You still need to turn off the alarm for your room otherwise you will not be able to open the door.*
4. Turn left and the alarm keypad is on the wall. Enter you code and press ok. The beeping will stop but the alarm is still active.
5. The text on the keypad should include one of the rooms you have hired, press "off" to turn the alarm off in that room. The text will say "Room # is now off, Press on", the alarm in that room is now deactivated.
6. If you have hired more than 1 room press the scroll down arrow to go to the next room and press "Off", until all the rooms you have booked are off.
7. Go to the rooms and swipe the card on the individual card readers next to the door and you will hear a beep and the door lock click. Push the door firmly to open it. Do not turn the handle, it will not move.
8. If the lock does not click and the door won't open the alarm is most likely still on. Go to the security pad again and enter the code and OK, then scroll through and make sure the room is "off".
9. All meeting room doors have a holder facility so push the door wide open and slowly release until it stops in the open position.
10. Keep the key card on your person so you do not lock yourself out of the room.

Allowing your guests in:

1. The main entry doors are not on automatic in normal evening or weekend hire circumstances.
2. Someone needs to monitor the door and press the green button to allow guests in. This is a security feature for your protection.
3. Anyone leaving the building must press the green button to exit.

At the end of the event:

1. Please ensure floors are clean, table and chairs are clean and stacked against the walls (4 chairs only in a stack).
2. Please take any rubbish or food with you.
3. If using crockery and cups please ensure these are clean and put away. Please take left over milk or food with you.
4. Ensure the projectors and urns are turned off.

Leaving the building:

1. Ensure all doors to any rooms used are closed. The alarm will not set if a door is open.
2. Check rooms and toilets to ensure everyone is out of the building.
3. Ensure projector controls are returned to the cupboard in the room, and make sure you have everything before leaving.
4. Close all doors and go to the alarm pad at the Western Door and enter your code correctly and press ok.
5. Press "On" for each room you have hired, scrolling down if necessary with the arrow.
6. When the alarm is set it will start beeping loudly if no one else is in the building.
7. This is your cue to leave the building. If another group is in the building there will be no beeping, just ensure your room alarm is set to "On", and leave the building.
8. When you exit the building please wait for the doors to fully close before leaving the area.

Any problems:

1. The building is monitored by a security company. If you set off an alarm, reset it by entering your code and turning it off. **Please call 1300 365151** as soon as you can to inform them you should be in the building and that you hired a room. They will note the alarm has been reset. If you fail to do this they will send a patrol and that will **cost \$75.00** from you bond.
2. Alternatively call the **City of Onkaparinga Security on 8384 0017** and advise them; they will call the security company.
3. A city of Onkaparinga out of hours building emergency number is 8384 0622.

ROOM CHECKLIST

Room	Yes/No
Chair Stack – 4 high (neatly)	
Tables put away	
Dishes washed and replaced on trolley	
Trolley clean and tidy	
Floor swept/mopped – mops located in cleaners room 'C1650'	
Projector turned off	
PA put away	
Microphone/lectern/cables away	
Ensure all balloons have been removed	
Kitchen	
Bins emptied – all rubbish taken offsite	
Benches wiped	
Equipment cleaned and put away	
Dishes washed and put away	
Dishwasher turned off	
Ovens/microwaves cleaned	
Stove tops cleaned/turned off	
Sink cleaned	
Floors swept and mopped – mops located in cleaners room 'C1650'	
Other	
Toilets clean & tidy	
Foyer clean & tidy	
ALL DOORS CLOSED AND LOCKED	

The LINK Entry and Exit Procedure 2017

21 Hammond Avenue, Morphett Vale

Purpose:

To provide a process for acceptable use of the security system for entering and exiting the building.

Procedure:

When hiring The Link you must collect a key and security code in advance of the hire from the Woodcroft Morphett Vale Neighbourhood Centre (an appointment will be made for a venue induction and key collection). The key provides access to the building and gates surrounding the Link. You will be required to turn off the alarm when entering the building.

Entering the Building:

1. Using the key unlock the front gate padlock, the key fits only the silver padlock, to remove the key you will need to relock the padlock.
2. Unlock and enter the building through the FRONT door. The alarm key pad is immediately on your right.
3. The alarm will start beeping; this means the alarm has been activated.
4. Immediately key in your security number.
5. Press OK
6. The alarm pad will welcome you and say the alarm is ON.
7. You must press OFF
8. The alarm should stop beeping. If the alarm keeps beeping repeat the above procedures until it stops. Then contact Security to advise them you had trouble with the alarm pad and they are not required to attend. *(See over the page for Security details)*

At the End of the Event:

1. Please ensure floors are clean, table and chairs are clean and stacked against the walls.
2. Ensure any cutlery and crockery used is washed and put away.
3. **Any rubbish or food is to be taken with you.**
4. Ensure all power points and lights are turned off.
5. Ensure air-conditioner/heating is turned off.
6. Check rooms and toilets to ensure everyone is out of the building.
7. Check all outside doors have been locked.
8. Remove any helium balloons that may trigger the alarm.

Exiting the Building:

1. Key in your security number into the alarm pad.
2. Press OK
3. The alarm pad will welcome you and say the alarm is OFF.
4. You press on.
5. The alarm is now ACTIVE, press the interior lock/button on the front door and exit the building. Check that the front door is locked.
6. Exit via the front gate and lock the padlock.

Any Problems:

The building is monitored by a security company, if you set off an alarm reset it by repeating the entry procedures. **Please call 1300 365 151** as soon as you can to inform them you should be in the building and that you hired a room. They will note the alarm has been reset. If you fail to do this they will send a patrol and it will cost **\$75.00** and be deducted from your bond.

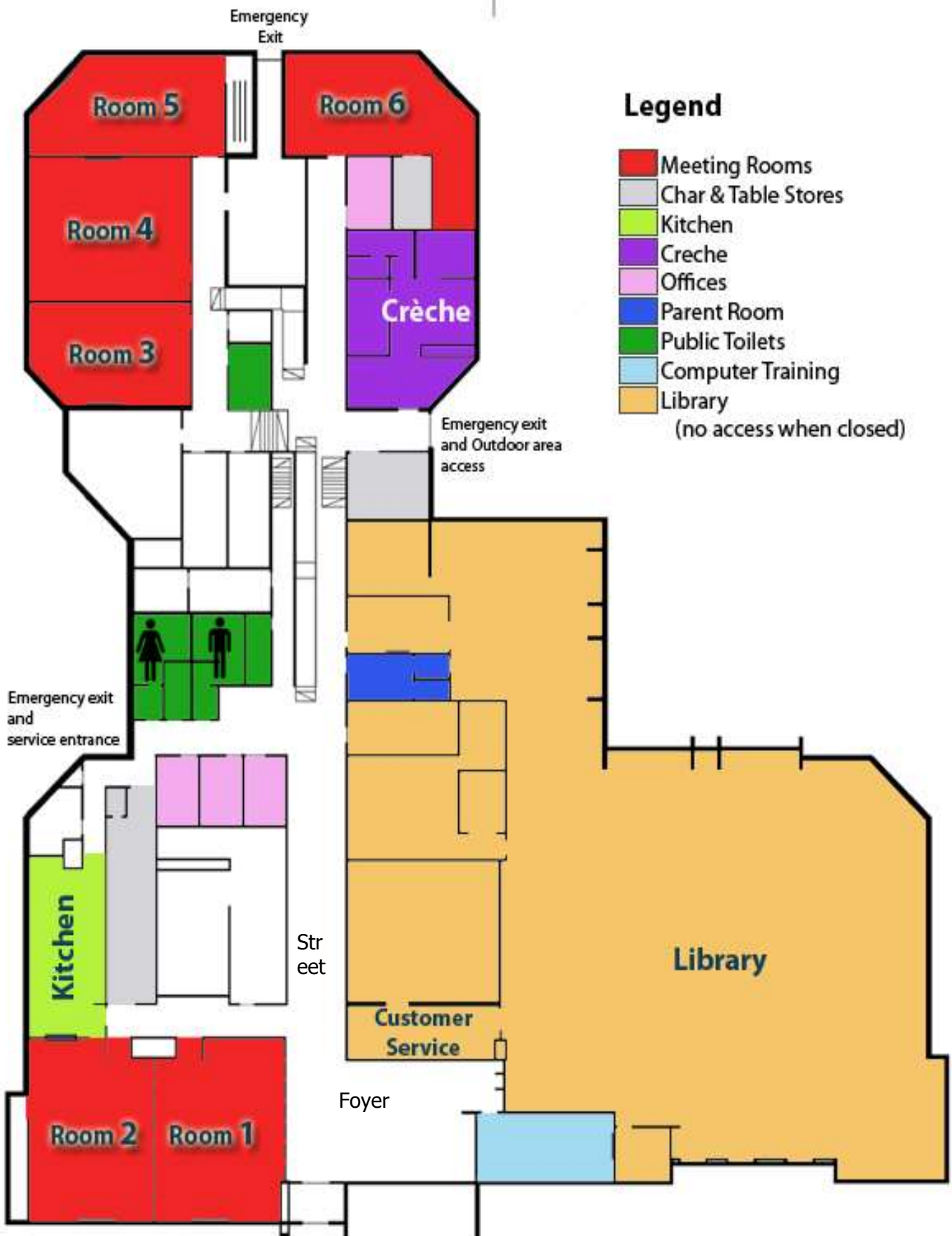
Alternatively call the **City of Onkaparinga Security** on **8384 0017** and advise them; they will call the security company.

For any out of hours building emergency please call 8384 0622.

Venue Hire Fee Schedule June 2017

Security Bond, all clients	9 am to 5 pm when the Centre is open - \$50.00 Bond	After 5pm and when the Centre is closed a risk assessment will be undertaken to determine the bond amount (\$300 - \$1000) and security requirement. <i>A liquor license may be required for events providing alcohol. Security guards are also required after 9 pm for events providing alcohol.</i>		
Public liability insurance, all clients	Copy of current Certificate	Formal cover letter from umbrella organisation	Private functions/some community groups - \$15.00 from council, depends on activity.	
Hire Prices		Client type		Notes
Venue	Approx size/floor type/capacity Table size – 180cm x 75 cm	Community, support, health and wellbeing agencies and groups	Commercial activities, business and social events	Data projectors (hirer to provide VGA/audio cables), WiFi access, DVD player available
Room 1 <i>(8 tables, 50 chairs)</i>	8.5 x 11 x 2.6, Tiles, 50 max	\$19 per hour \$132 per 8 hr day	\$21 per hour \$146 per 8 hr day	Shared kitchen access/drinks trolley
Room 2 <i>(8 tables, 50 chairs)</i>	8.5 x 11 x 2.6, Tiles, 50 max	\$19 per hour \$132 per 8 hr day	\$21 per hour \$146 per 8 hr day	Shared kitchen access/drinks trolley
Room 1 and 2 <i>(16 tables, 100 chairs)</i>	17 x 11 x 2.6, Tiles, 100 max	\$35 per hour \$244 per 8 hr day	\$36 per hour \$250 per 8 hr day	Kitchen included/drinks trolley
Room 3 <i>(7 tables, 30 chairs)</i>	10 x 6 x 2.8, Marmoleum, 30 max	\$15 per hour \$104 per 8 hr day	\$17 per hour \$118 per 8 hr day	Drinks kitchen
Room 4 <i>(8 tables, 50 chairs)</i>	9 x 10 x 2.8, Marmoleum, 50 max	\$17 per hour \$118 per 8 hr day	\$19 per hour \$132 per 8 hr day	
Room 5	12 x 6 x 2.8, Marmoleum, 30 max	\$15 per hour \$104 per 8 hr day	\$17 per hour \$118 per 8 hr day	
Room 5, 10 people or less	12 x 6 x 2.8, Marmoleum, 10 max	\$11 per hour \$76 per 8 hr day	\$13 per hour \$90 per 8 hr day	
Room 6 <i>(6 long, 6 short tables, 50 chairs)</i>	12 x 6 x 2.8, Marmoleum, 30 max	\$15 per hour \$104 per 8 hr day	\$17 per hour \$118 per 8 hr day	Drinks kitchen, microwave
Room 6, 10 people or less	12 x 6 x 2.8, Marmoleum, 10 max	\$11 per hour \$76 per 8 hr day	\$13 per hour \$90 per 8 hr day	Drinks kitchen, microwave
Main Kitchen	When hired separately for cooking activities	\$21 per hour \$146 per 8 hr day	\$36 per hour \$250 per 8 hr day	Two cooktops, oven and microwaves, dishwasher
Small Office	3 x 2 x 2.6, Marmoleum, 4 max	\$11 per hour \$76 per 8 hr day	\$11 per hour \$76 per 8 hr day	Desk and phone
Computer Training Room	Marmoleum, 6 max	\$28 per hour \$195 per 8 hr day	\$31 per hour \$215 per 8 hr day	6 desktops or laptops
The Neighbourhood Link. <i>(21 Hammond Ave, Morphett Vale)</i> Self contained former Kindy with kitchen /two offices and meeting room.	Linoleum/carpet, 30 max	\$15 per hour \$104 per 8 hr day	\$17 per hour \$118 per 8 hr day	Fenced, outdoor playground and table setting. Children's chairs and tables
Crèche (unstaffed)	14 max	\$21 per hour \$146 per 8 hr day		Fenced, outdoor play area, children's chairs and tables. Limited toys. Baby change facilities.

No Phone lines available in rooms



Legend

- Meeting Rooms
- Char & Table Stores
- Kitchen
- Crèche
- Offices
- Parent Room
- Public Toilets
- Computer Training
- Library
(no access when closed)

Entrance

Car Park and Bus Stops
175 Bains Rd, Morphett Vale
Bus Stop 48

Activity Plan: Woodcroft Morphett Vale Neighbourhood Centre.

**For new groups or activities promoting skill development and social opportunities to the public, applying to become a Centre group.*

The purpose of the Activity Plan is to assure the Management Committee of the Neighbourhood Centre that any activities we support and promote align with our mission statement and objects of the constitution (see bottom of the page). Activities should promote good health and wellbeing using prevention, early intervention and community participation strategies.

Date:.....

Name of Activity:.....

Term: **Year:**.....

Agency/Organisation Name:

Contact Name:

Facilitator Name:.....

Phone Number:

Mobile Number:

Email Address:... ..

Project Activity: (Brief description of program that will be used to explain the activity to potential participants, include any background material)

Aim/Objective: (What do you aim to achieve?)

Costs to Participants: For the entire activity in advance

Weekly (if an option)

Maximum/minimum numbers:

Maximum number of participants in a group/class

Minimum number for the group/class to run

What is the rationale for the program? (Links to research or experience)

How is the activity delivered?

Expected Outcomes and Outputs:

Evaluation : Do you have an evaluation process for your program?

Confidentiality: If participants are enrolled by the Centre they will be required to complete an enrolment form including emergency contacts. The documents are kept at the Woodcroft Morphett Vale Neighbourhood Centre and dealt with according to the Confidential Material Procedure.

Woodcroft Morphett Vale Neighbourhood Centre.

Vision Statement:

To enrich the lives of people in our community

Mission statement:

Woodcroft Morphett Vale Neighbourhood Centre is a warm welcoming place where you can -

Feel free to be yourself

Share information

Participate in activities run by the local community

The objects of the Association from the Constitution.

1. To lease buildings from the City of Onkaparinga or other organizations to operate as a Neighbourhood Centre for community activities or acquire property.
2. To act as a non-profit, benevolent and charitable institution to provide services and benefits to the disadvantaged members of the community.
3. To foster a sense of belonging to a caring community, in which members are accepting and supporting of each other.
4. To establish and maintain appropriate facilities at the Centre.
5. To provide adult education and development classes as required to contribute towards the educational advancement of community members.
6. To provide active recreation and sporting activities as required contributing towards an active healthy community.
7. To manage Centre.
8. To raise funds for the Centre and the community.
9. To supervise and/or employ such staff and / or volunteers as are necessary for the day to day running of the Centre.
10. To utilise the services of any person employed by the Council who may be located at the Centre as a Community Development Officer.
11. To do all such things as may be incidental to the attainment of the objects

Venue Hire Feedback Form

Please tell us by either:-

- a) Filling in this form, or
- b) Visiting our website at www.wmvnc.org and use the Feedback link on the Venue Hire page.

1. Date facilities were used: Time activity began:.....

2. Room name or number:

3. How many people attended your activity:.....

4. Was the room and facilities clean when you entered? Yes No

5. Were there any issues with the room booking? Please describe

6. Were there any problems setting up the room?

7. Is there anything you would like to suggest to improve our service?

8. Please indicate with a tick on the scale your level of satisfaction with the amenities

Completely dissatisfied	Mostly dissatisfied	Slightly dissatisfied	Neither satisfied nor dissatisfied	Slightly satisfied	Mostly satisfied	Completely satisfied

9. Would you recommend our rooms to others Yes No

Thank you for taking the time to provide this feedback.

Venue Hire Booking Officer.