



Venue Hire Pack 2020

(Version 13)

Includes:

Venue Hire Application Form
Hire Terms and Conditions
Code of Conduct (extract)
Price list (effective January 2020)
Building Plan



Woodcroft-Morphett Vale Neighbourhood Centre Inc

Venue Hire Application Form

ABN 15 903 543 682

Title: _____ Name: _____ Organisation: _____

Phone number: _____ Mobile: _____ License no. _____

Address _____

Street: _____ Suburb: _____ P/Code: _____

Email Address: _____

Type of Event:

Name of Event/Activity: _____

Description: _____

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, charges will be invoiced or deducted from your bond (refer to section 8 of T & C's).

- **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 DCSI Working with Children clearance if requested to do so. *Please refer to www.families.sa.gov.au for further information.*

Signed: _____ Date: _____

Please return completed applications to the Venue Hire Officer via email venuehire.wmvnc@gmail.com, or in person or post to the Woodcroft Morphett Vale Neighbourhood Centre, 175 Bains Road, Morphett Vale, 5162.

WMVNC 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, and are utilised and maintained in a respectful manner for fellow community members.

We believe in building an inclusive culture where all people are welcomed at our Centre irrespective of their age, sex, chosen gender, race, disability, sexuality, marital or domestic partnership status, pregnancy, association with child, caring responsibilities, identity of spouse or religious dress.

BOOKING TERMS

1. Contract

All room use and hire is subject to a signed application (as found in this pack) or an online Venue Hire Application, which is a contract with the Management Committee of the Centre accepting these terms and conditions, for a maximum 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. Bookings

Please 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 a booking, payment of hire fee, bond and a copy of insurance is required a minimum of two weeks prior to your event. If deemed applicable for your event, confirmation of security guard hire is also required at this time.

3. Bond

- A bond is payable on **all** hires 14 days in advance of the hire.
- From 9:00am to 4:00pm weekdays (excluding public holidays) the cost is \$50 (no alcohol).
- Outside these times, or when alcohol will be provided, a risk assessment will be completed by the Venue Hire Officer and the bond amount, ranging from \$300 - \$1000, will be confirmed (along with any security guard requirements).
- For large functions see section 6.
- Bonds paid in cash are returned in cash on the Thursday after the event. Bonds paid by EFT or EFTPOS are refunded by EFT on the following Thursday, provided the bank details for the refund have been provided to staff.
- The bond covers the cost of cleaning, damage, security call outs, key cards, or overdue accounts. Any events requiring bond deductions will be photographed and/or documented for evidence and available to you.

4. **Fees & Terms of Payments**

Fees are attached in the Venue Hire Pack. Please note that Venue Hire fees are already discounted and no further discounts apply. Full hourly rates apply for part hour bookings (ie. 1.5 hours is charged at 2 hours). Day charges are for an 8 hour hire inclusive; extra time will incur extra charges.

Casual Hire: All casual hire accounts are cash, EFTPOS or Electronic Funds Transfer (EFT). 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 or EFTPOS please supply your account details for an EFT refund by email to the Venue Hire Officer (venuehire.wmvnc@gmail.com).

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, as per cancellation policy.

5. **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, scanned or electronic copy of 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. Electronic copies should be emailed to venuehire.wmvnc@gmail.com

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 phone: 8384 0666.

6. **Large Functions & Security Requirements**

Large functions such as, but not limited to, 16th, 18th, 21st birthday, or engagement celebrations will require a risk assessment and will incur the maximum bond. Security guards may be required to be hired for the duration of your function. Any other conditions and charges will be advised by the Venue Hire Officer.

If required for your event, security guards are to be arranged and paid directly with Titanium Security. The number of guards required is determined by the security company. The Venue Hire Officer will advise if this is required for your function and will provide you with a security request form to enable you to arrange this, should you wish to book the venue.

Confirmation of security guard hire is required a minimum of two weeks prior to your booking and may only be cancelled for your event with approval in writing to the security company from the Venue Hire Officer.

7. **Key Cards & Induction**

When collecting the key card and codes please allow twenty minutes to have an induction which covers building security, evacuation procedure, safety systems, cleaning requirements, and equipment usage. Key cards must be collected during office hours of 9:00am – 4:00pm during school term (9:00am – 12:00pm during school holidays). Inductions are available from 9:00am-12:00pm Monday to Friday. **An appointment is essential** and **no** key card will be issued unless the bond has been paid, insurance certificate received, and casual hirers must have paid the hire costs.

After hours hirers: The Swipe key card is to be disconnected from the purple lanyard and both key card and lanyard to be put in the black box located next to the alarm keypad.

8. **Cleaning**

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

Cleaning fees will be charged as follows and deducted from the bond or added to the invoice:

- Minor cleaning (such as cleaning the trolley or sinks and washing cups and glasses):
 - WMVNC business hours - \$30.00 per half hour
 - After-hours - \$30.00 per half hour + \$30 administration fee

- Other cleaning (such as, but not limited to, sweeping, mopping, removing rubbish, cleaning tables, cleaning common areas, etc):
 - Commercial cleaning fees will apply (during and out of business hours) + \$30 administration fee

In the event a commercial cleaner cannot attend prior to the next booking in the affected room/s and a staff member or volunteer in attendance must carry out the cleaning, the following charges apply:

- WMVNC business hours - \$45 per half hour + \$30 administration fee
- After-hours - current penalty rates for a minimum of 3 hours + \$30 administration fee

In the event that a room is unable to be used by the subsequent hirer due to cleaning required and/or damage, the cleaning fees, damage, and loss of income will be charged.

9. **Setting and Packing Up**

We allow a complimentary 15 minutes either side of your booking for set up and pack. Any additional time required must be factored into your booking times.

Please note that you must vacate the building by no later than 12:30am, and no loud noise is permitted after 12 midnight.

10. Cancellations

All cancellations must be submitted in writing to the Venue Hire Officer (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 75% of the room hire fee applies to cancellations less than 14 days.

Cancellations with less than 48 hrs notice incur full room hire charges.

* For Creche bookings, the above cancellation policy relates to the room hire only. Creche bookings with staff hired through the Centre (see section 13), must be cancelled in writing no later than 14 days in advance. Full costs for staffing will apply for any Creche cancellations made within 14 days of the booking.

GENERAL TERMS

11. Alcohol

If alcohol is to be consumed on the premises a risk assessment will be conducted. Security guards may be required to be hired, and a higher bond may apply (see section 4).

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.*

12. Children's activities and functions

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

13. Crèche

The Crèche can be hired independently without staff. By request, the Venue Hire Officer may arrange a qualified child care worker employed by the Centre for Creche bookings, and is pending availability. The fees are as per current wage agreements and charged in addition to room hire costs. The hirer will be responsible for providing volunteer/s to fulfil best practice child/carer ratios.

Please refer to section 10 for crèche cancellation policy.

14. 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 the Venue Hire Officer for further information.

15. Emergency Evacuation and Work 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 at the induction, prior to the first hire date.

Hirer's are not permitted to prop open exterior doors to the building. This poses a serious security risk to users of the Centre and the property. Security patrols of the premises are made regularly, and hirers' found to be leaving doors unsecured by security staff, risk a call-out fee and/or any ongoing bookings being cancelled.

16. First Aid

Please provide your own first aid kit outside office hours of 9:00am – 4:00pm 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 given to Neighbourhood Centre staff immediately or advise within 12 hours.

17. Kitchen Facilities

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

18. Long Term Bookings

Long term bookings are made 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.

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. Privacy

A full copy of the Woodcroft Morphett Vale Neighbourhood Centre's Privacy Policy (Confidentiality and Privacy Operating Procedure) is available on the Centre's website via <http://www.wmvnc.org/> , or by request at the Centre.

Excerpt

The Centre will:

- only collect information that is necessary for the performance and primary function of the Centre.
- notify people about why we collect the information and how it is administered.
- notify people that this information is accessible to them.

21. Room Facilities

Tables, chairs, Wi-Fi, 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 – hirer to supply own mild. 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.

22. Room Hire Statistics and Feedback

Please complete a room use and feedback form and return to reception with the key card. 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.

<http://wmvnc.org/hallhirefb.html>

23. Smoking and Smoke Machines

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

24. Storage

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

25. Telephone

There is no public phone available in the building.

26. Waiver

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

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

SUBJECT:

Code of Conduct

The Centre's Code of Conduct sets the minimum requirements of behaviour for Management Committee members, staff, volunteers, contractors, facilitators/tutors, external organisations and Centre users. To obtain a copy of the full operating procedure, please enquire at Reception.

Everyone - General Conduct

- You must treat others with dignity, respect, sensitivity and fairness.
- You must act lawfully, honestly and exercise a reasonable degree of care and diligence
- You must conduct yourself in a manner that most people would find reasonable
- You must avoid behaviour that could constitute an unlawful act or an act of disorder.

You have the right to question any decision or instruction which you think may be unethical or unlawful. If you are uncertain about an action or decision, you should seek further advice.

Everyone – Alcohol and Drugs

You must not:

- possess, sell, distribute or consume prohibited drugs while at the Centre or involved in Centre activities
- be affected by alcohol or prohibited drugs.

Everyone - Conflict of Interest

A conflict of interests exists when you could be influenced, or a reasonable person would perceive that you could be influenced, by a personal interest in your dealings with the Centre or people involved with the Centre.

Everyone - Access to information and resources

You must protect confidential information

Everyone - Use of Centre resources

You must use the Centre's resources ethically, effectively, efficiently and carefully and must not use resources for private purposes without permission of the Management Committee or their delegate.

Everyone – Reporting suspected breaches

You should report suspected breaches of this Code of Conduct to the Management Committee who will act in accordance with the approved Procedures.

WMVNC Venue Hire Fee Schedule - effective January 2020

| Security Bond, all clients | 9 am to 4 pm when the Centre is open - \$50.00 Bond | After 4pm 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 and security guards may be required for events providing alcohol.</i> | | |
|--|--|---|--|--|
| Public liability insurance, all clients | Businesses/Organisations - Copy of Certificate of Currency Private functions/some community groups - \$15.00 Risk Management Fee from Council, depends on activity. | | | |
| Hire Prices (Full hourly rate applies for part hour bookings) | | 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 | |
| Room 1 <i>(8 tables, 50 chairs)</i> | 8.5 x 11 x 2.6, Tiles, 50 max | \$21 per hour \$147 per 8 hr day | \$23 per hour \$161 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 | \$21 per hour \$147 per 8 hr day | \$23 per hour \$161 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 | \$38 per hour \$266 per 8 hr day | \$40 per hour \$280 per 8 hr day | Kitchen included/drinks trolley |
| Room 3 <i>(8 tables, 30 chairs)</i> | 10 x 6 x 2.8, Marmoleum, 30 max | \$17 per hour \$119 per 8 hr day | \$19 per hour \$133 per 8 hr day | Drinks kitchen |
| Room 4 <i>(4 tables, 20 chairs)</i> | 9 x 10 x 2.8, Marmoleum, 50 max | \$19 per hour \$133 per 8 hr day | \$21 per hour \$147 per 8 hr day | |
| Room 4, 10 people or less | 9 x 10 x 2.8, Marmoleum, 50 max | \$15 per hour \$105 per 8 hr day | \$17 per hour \$119 per 8 hr day | |
| Room 5 <i>(8 tables, 30 chairs)</i> | 12 x 6 x 2.8, Marmoleum, 30 max | \$15 per hour \$105 per 8 hr day | \$17 per hour \$119 per 8 hr day | |
| Room 5, 10 people or less | 12 x 6 x 2.8, Marmoleum, 10 max | \$11 per hour \$77 per 8 hr day | \$13 per hour \$91 per 8 hr day | |
| Room 6 <i>(19 short trestle tables, 30 chairs)</i> | 12 x 6 x 2.8, Marmoleum, 30 max | \$17 per hour \$119 per 8 hr day | \$19 per hour \$133 per 8 hr day | Drinks kitchen, microwave |
| Main Kitchen | When hired separately for cooking activities | \$38 per hour \$266 per 8 hr day | \$40 per hour \$280 per 8 hr day | Two cooktops, ovens and microwaves, dishwasher |
| Small Office | 3 x 2 x 2.6, Marmoleum, 4 max | \$13 per hour \$91 per 8 hr day | \$13 per hour \$91 per 8 hr day | Desk and phone |
| Office 4 | 4.4 x 3 x 2.5 Carpet, 6-8 max | \$14 per hour \$98 per 8 hr day | \$14 per hour \$98 per 8 hr day | Desk and small table |
| Computer Training Room | Marmoleum, 6 max | \$25 per hour \$175 per 8 hr day | \$25 per hour \$175 per 8 hr day | 6 desktops or laptops |
| The Neighbourhood Link <i>(21 Hammond Ave, Morphett Vale)</i> Self-contained kitchen & outdoor play area | Linoleum/carpet, 30 max | \$17 per hour \$119 per 8 hr day | \$19 per hour \$133 per 8 hr day | Fenced, outdoor playground and table setting. Children's chairs and tables. |
| Crèche (unstaffed) | 14 max | \$23 per hour \$161 per 8 hr day | \$23 per hour \$161 per 8 hr day | Fenced, outdoor play area, childrens' chairs and tables. Limited toys. Baby change facilities. |



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