

COMMUNITY HUBS

Hiring Policy and Guidelines

Fairfield Community Room

Clyde Street Community Hall

Donald Street Community Hall

Keon Park Children's Hub Meeting Rooms

Ruthven Community Room



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INTRODUCTION

The Community Hubs department is responsible for the management of the following community facilities:

Clyde St Community Hall	64 Clyde Street	THORNBURY	Mel Ref: 30 J6
Donald St Community Hall	Donald Street	PRESTON	Mel Ref: 19 A10
Fairfield Community Room	121 Station Street	FAIRFIELD	Mel Ref: 30 K10
Keon Park Children's Hub	1 – 7 Dole Avenue	KEON PARK	Mel Ref: 19 A1
Meeting rooms			
Ruthven Community Room	12 Donald Street	PRESTON	Mel Ref: 19 A10

These facilities are available to the community as places to meet, discuss, organise activities or run workshops which are an essential part of community life.

We aim to promote community participation through the hire and use of these facilities.

All hirers require current public liability insurance. **These facilities are strictly smoke and alcohol free.**

PRIVACY STATEMENT

The City of Darebin is collecting the information on the application form for the purpose of registering and administering your application. The personal information will be used solely by Council for that purpose, and will not be disclosed outside Council except as required by law. The information will not be disclosed to others for marketing purposes. Access to this information can be made by contacting the Community Hubs booking/administration officer.

HOURS OF OPERATION

The halls are available for hire within the following times:

9.00am - 10.00pm	Sunday to Thursday	(Children's parties are to finish no later than 5PM)
9.00am - 11.00pm	Friday and Saturday	

The hours of operation are set in accordance with the Environment Protection Act 1970. This is to ensure that the quality of life is not unduly affected for residents in the surrounding area.

If you need to contact a staff member regarding your booking during normal business hours (9.00am – 5.00pm Monday to Friday) please call the booking officer.

Outside of these hours Council can be contacted through an after-hours number in case of emergency. Telephone: 8470 8889

CAPACITY

Clyde St Community Centre	50 people standing
Donald St Community Hall	40 people standing
Fairfield Community Room	48 people standing
Keon Park Meeting room	20 people seated
Keon Park Multi use room 1 and 2	50 people seated/standing each or 100 combined
Ruthven Community Room	80 people seated/standing

Fees for regular hire will be invoiced and sent by City of Darebin.

Fees for Casual Hire must be paid prior to booking.

Fees for facilities hire are set by Council annually in conjunction with the Council budget.

All fees charged are to contribute to the cost involved in operating the facilities including utilities, cleaning and maintenance.

Any alterations of hours must be made in writing no later than three (3) working days prior to the date of hire to avoid paying full amount of original hire fee.

Non-profit organisations are required to provide a Certificate of Incorporation to receive the community rate of hire

Public Liability Insurance:

All hirers of Council owned venues are required to have public liability insurance for a minimum of \$10 million.

If the hirer for casual hire of a venue does not have insurance, cover may be obtained through Council by completing an Insurance Application form and paying a premium at the time of paying for the hire.

A hirer, who does have public liability insurance, must produce a copy of the Certificate of Currency at the time of making the booking.

ACTIVITIES

Activities considered appropriate include meetings, seminars, workshops and Primary School Aged children's birthday parties and other programs. The Community Hubs booking/administration officer is responsible for the hire of the Community Hubs. Hiring of the facilities will be carried out in accordance with the following guidelines.

1. Any person or community group based in the City of Darebin or from outside the municipality may use the facilities.
The following points are taken into consideration:
 - 1.1 Darebin based non-profit groups or organisations, City of Darebin residents, and Council run programs.
 - 1.2 Non City of Darebin community groups or individuals who are providing benefits to the Darebin Community either directly or indirectly.
 - 1.3 City of Darebin profit making organisations or persons.
 - 1.4 Non City of Darebin profit making groups
2. Parties are limited to Primary School aged children. Parties and functions must finish no later than 5PM and only available at the Clyde Street hall.
3. Smoking and alcohol are strictly prohibited in all Council buildings as per Council policy.
4. All activities to be completed and the facility vacated by no later than 10.00pm Sunday to Thursday and 11.00pm on Friday and Saturday. (Except children's parties refer item 2)
5. Noise levels must be kept at an acceptable level. All children attending should be supervised by a responsible adult at all times, and should be inside the building before 9.00pm at night and not left in playground, grounds of the centre or parked cars unattended.
6. As the community facilities are located in a residential area we ask you to ensure when your group is vacating the premises that the noise levels be kept to a minimum.
7. The facility's address must not be used as a contact place or registered office.
8. Groups and individual users of the facilities are only permitted to store materials or equipment by prior arrangement with the Community Hubs booking/administration officer
9. No gambling without prior permission of Council and appropriate permit.
10. Amplified music and public address systems must be kept at a reasonable level.
11. As there are regular hirers at all of Darebin's facilities, please ensure that you have cleaned

and prepared the hall in readiness for the next user group. Any rubbish is to be bagged and placed in the external bins. The City of Darebin only provides mops and brooms therefore Hirers/users need to supply the products required for cleaning.

12. **Fairfield Community Room:** All users must ensure that the tables and chairs are arranged after your event as per the floor plan available at the venue. Failure to do so will result in loss of bond to cover the cost of contractors to arrange the tables and chairs according to the floor plan.

Children's Birthday Parties

All applications will be assessed on an individual basis.

Birthday parties for Primary School aged children are permitted only at the Clyde Street Community Hall. Parties must be held during the daytime and finish no later than 5PM on any day. There must be responsible adult supervision at all times. The Community Hall kitchens are available for heating of food only. There is to be no cooking or preparation of food at the facilities.

In addition to hire fees, a cleaning fee will be required for all children's parties (refer to fees section).

Children's parties will be permitted subject to the following conditions:

1. The party is for children Primary School age (5 -11 years).
2. No parties will be permitted after 5PM.
3. The capacity of the venue is not exceeded.
4. That the No Alcohol and No Smoking policy is strictly adhered to.
5. That there will be no food preparation at the community facility.
6. All fees (hire and cleaning), bond and Public Liability Insurance are paid prior to the booking.

BOOKINGS

Regular Bookings:

Booking forms must be completed in full and returned at least three (3) working days in advance of the first booking.

Written confirmation of booking/s may be forwarded by mail, email or fax. Invoices will be sent monthly to the applicant. Payment terms are strictly 30 days. Accounts in arrears may result in cancellation of future bookings.

Failure to correctly disclose the exact nature of a function, proposed use of the facility or any other relevant information on the application form may jeopardise any future bookings of Council facilities.

Cancellation or alterations to hours booked must be made in writing a minimum of three (3) working days prior to the date of the hire to avoid further hire fee charges.

Where the regular booking is cancelled, the amount to be retained will be as follows:

1. Where notification of cancellation is received in writing by the Community Hubs booking/administration officer, at least three (3) working days prior to the event, no rental will be charged for the cancelled bookings/s.
2. Where such cancellation notification is less than 3 working days prior to the booking, at the discretion of the Community Hubs Coordinator, the whole of the rental for the cancelled booking shall be charged.

Casual Bookings:

Booking forms must be completed in full and returned a minimum of three (3) working days in advance of the first booking. Where required, all further documentation must be provided, e.g.: Public Liability Insurance Certificate.

Full payment of all fees are due prior to or on the day the security card is picked up.

Failure to correctly disclose the exact nature of a function, proposed use of the facility or any other relevant information on the application form may result in the loss of the bond as well as jeopardise any future bookings of Council facilities.

When a casual booking is cancelled, the amount to be retained will be as follows:

1. Where notification of cancellation is received in writing by the Administration/Customer Liaison Officer, at least seven (7) working days prior to the event, no rental will be charged for the cancelled bookings/s.
2. Where such cancellation notification is less than seven (7) working days prior to the booking, at the discretion of the Community Hubs Coordinator, the whole of the rental for the cancelled booking shall be charged.

SECURITY CARD / KEY

Any key/security card issued to the hirer is to remain in control of the hirer and is not to be transferred. It is the responsibility of the hirer to ensure that:

- all doors are locked and the security system is activated at the conclusion of the booking
- any key/security card issued is returned by the first working day following the conclusion of the hire period.
- a deposit of \$100 for the security card and/or key will be required by groups hiring any of the venues. The deposit will be refunded upon return of the security card/key

Council reserves the right to charge for the replacement of any keys/cards that are lost or not returned and/or the replacement of any locks.

Hirers will be required to produce identification (e.g. Drivers licence, rates notice) when picking up keys/security card.

SECURITY SYSTEMS

Hirers may on some occasions be required to activate the venues security systems. Hirers will be provided with operational instructions by the community facilities booking/administration officer

In the case where the hirer fails to activate an alarm and the Security Company attends the building, the charges of the attendance will be deducted from any bond held or will be paid by the hirer immediately an account is rendered.

SUB – LETTING

No portion or portions of the facility are to be sub-let nor bookings transferred by the hirer without the written permission of the community facilities booking/administration officer.

LIMIT OF HIRING

The hirer shall only be entitled to use the particular part or parts of the building hired. Council reserves the right to let any other portion of the building for any other purpose or purposes at the same time.

REFUSAL TO HIRE

Council reserves the right to cancel any booking at a community facility when the same is required for Council functions, Municipal elections, State or Federal elections and as required under the Municipal Emergency Plan and notwithstanding that the community hall and/or rooms may have been let or that conditions may have been accepted and signed and the hire fee and bond paid.

Participation by children aged sixteen (16) years or under

Council will not allow any of its community venues to be used for an event where any child aged 16 years or under competes on the basis of; is judged upon; or may receive prizes, titles or accolades for; any aspect of their physical appearance.

Events such as eisteddfods, dance or calisthenics or talent competitions may allow children to participate under the following conditions:

- a) Adjudication must be based solely upon the demonstrated skills, talents or abilities of the child;

- b) Organisers must ensure routines, music, costumes and jewellery are age-appropriate;
- c) All such competitions must be carried out in a spirit of encouragement, participation and cooperation.

Any event seen by Council to be breaching any of the above conditions may be evicted immediately without notice and in full forfeiture of the entire hiring fee.

Hirers hereby agree that in the above cases they accept Council's determination and agree to have no claim for any loss or damage occasioned by Council exercising its option to cancel.

MANAGEMENT OF THE FACILITY

Where the hirer intends to use the facility for providing programs/activities for people under the age of 18 years, the hirer shall provide competent, adult supervision at all times.

The hirer or any person under his/her direction shall obey all directions or orders given by Council staff as to the management of the facility and events being conducted thereon.

CLEANING

The hirer shall leave the hall and/or rooms in a tidy condition and all fixtures and utensils in good order and condition. A cleaning information sheet will be supplied on the day you pick up the security card.

Hirers of the hall must take care to avoid spillage. In the event that spillage occurs, immediate action must be taken to clean up the area affected.

Where in the opinion of the Community Hubs booking/administration officer the facility has been left in an untidy state a cleaning charge will be incurred. Such charge will be deducted from any bond held or be paid by the hirer immediately an account is rendered.

INSURANCE

The hirer of any facility shall not do or neglect to do or permit to be done or left undone anything which will affect the Council's insurance policy or policies relative to fire or public risk in connection with the building and the hirer agrees to indemnify the Council to the extent that such policies are affected through any such act of commission or omission.

Council's Condition of Hall Hire requires all hirers to have public liability insurance for a minimum of \$10 million. For regular hirers a copy of the Certificate of Currency must be provided to the Community Hubs booking/administration officer prior to any security cards/keys being issued and any occupancy of the building.

For Casual Hirers:

- Not for Profit (NFP) community groups hiring Darebin's venues can obtain public liability cover via Council's Public Liability Insurance Scheme Part A or can seek insurance cover from an insurer who specialises in community insurance. For further information you can visit:

www.communityinsurance.com.au

www.ourcommunity.com.au

- Commercial, profit-making groups who hire Darebin's venues are required to have their own public liability insurance cover of \$10m.

To apply for Council's Public Liability Insurance Scheme Part A please complete an application form. This form and further information is available from the Community Hubs booking/administration officer or on the City of Darebin web site www.darebin.vic.gov.au. The insurance premium must be paid prior to any security cards/keys being issued and any occupancy of the building.

Please note that Council's Public Liability Insurance Scheme has the following exclusions:

- Sporting events
- Rock/pop concerts
- Profit-making activities (unless fundraising)

DAMAGE

It is strictly forbidden for any person to use screws, nails, tacks or tape in/on any part of the floors, walls or ceiling of any building without the permission of the Community Hubs booking/administration officer.

Should any damage occur the Community Hubs booking/administration officer will conduct an assessment of the damage. This assessment shall be taken as final and the assessed amount will be deducted from any bond held, or paid immediately an account is rendered.

No drinks carriers or devices, which may damage the floor, may be used in the hall.

INDEMNITY

The hirer agrees to comply in all aspects with premises and expressly agree to indemnify the Mayor, Councilors and citizens of the City of Darebin its servants and agents against any loss or damage in any form sustained by hirer or any hirer or any person, firm or corporation. The hirer and the group are responsible for any loss or damage to the facility and its contents and therefore agree to pay any costs incurred as a result of this loss or damage.

DISORDERLY BEHAVIOUR

No obscene, insulting language or disorderly behaviour shall take place in or around the facility.

FURNISHING

All furniture and equipment remains the property of the City of Darebin and must not be rented out removed or relocated outside the facility.

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 infringement of the copy right or performing right of any owner of such right or rights, and the hirer agrees to indemnify the council against any claim for breach of copyright or any action there with.

THEFT

Neither the Council nor its staff will be liable for any loss or damage sustained by the hirer, or any person, firm or corporation entrusted to or supplying any article or thing to the hirer by reason of any such article being stolen, damaged or lost and the hirer agrees to indemnify the Council against any such actions.

OPEN FLAME LAMPS / CANDLES

No open flame shall be used in any part of the Council buildings. Darebin Community Services shall be sole arbitrator of all clauses.

OBSTRUCTIONS

The hirer shall comply in every aspect with regulations under the Health Act with regard to public buildings for the prevention of over crowding obstruction of gangways, passages, corridors or any other part of the building. Any person causing an offence against such regulations shall be removed from the building.

KITCHEN FACILITIES & APPLIANCES

Food preparation is not permitted at any of the Council facilities. Reheating of pre-prepared food is permitted using the appliances provided.

Caterers and hirers shall not take into the kitchen or any part of the hall or use any gas or electrical appliances not supplied by Council (e.g. No spit roasts, portable deep fryers, hotplates etc).

Any catering requisites, appliances or fittings shall be removed from the building immediately after the function and if not so removed, the hirer shall pay such sum as the Community Hubs booking/administration officer may fix for each day or each portion of a day whilst such property remains in the building.

LIQUOR

No alcohol is permitted in any part of the community facility and/or grounds.

SMOKING

ALL Council premises are smoke free zones. Accordingly, smoking is not permitted inside or on the grounds of any of the community facilities.

EMERGENCY PROCEDURES

In the event of an emergency, it should be noted that the hirer is responsible for the health and safety of all guests within the facility. The hirer should make themselves aware of the emergency procedures which are located close to the main entry inside each venue.

In the event of any problems occurring at the facility during office hours contact the Community Hubs booking/administration officer on 8470-8110.

Any break-ins or attempted break-ins need to be reported to the Community Hubs booking/administration officer immediately. If the officer is unavailable please contact Council Building Maintenance staff on 8470 8694. The **COUNCIL AFTER HOURS SERVICE** may be called on **8470 8889** for all other times (weekday evenings after 5.00pm and all weekend).

ADDITIONAL CONDITIONS

The Community Hubs booking/administration officer may in respect of any application specify any additional conditions he/she may consider necessary. Any such additional conditions will be advised prior to confirmation of the booking.

CONTACT DETAILS

City of Darebin	8470 8888
Darebin Community Hubs Booking Officer	8470 8110
Postal Address	City of Darebin P O Box 91 Preston VIC 3072
Fax	8470 8877
Facilities Maintenance	8470 8694
Council After Hours Services	8470 8889
Website Address:	www.darebin.vic.gov.au
Email Address:	community.facilities@ darebin.vic.gov.au

Questo documento contiene informazioni sulla politica e le linee guida del noleggio di infrastrutture della comunità di Darebin. Per ulteriori informazioni chiamate la Linea Telefonica Multilingue del Comune al numero 8470 8470.

Αυτό το έγγραφο περιέχει πληροφορίες για την Πολιτική και τις Κατευθυντήριες Γραμμές για την ενοικίαση των Κοινοτικών Εγκαταστάσεων του Ντάρεμπιν. Για περισσότερες πληροφορίες τηλεφωνήστε στην Πολυγλωσσική Τηλεφωνική Υπηρεσία του Δήμου στο 8470 8470.

本文檔包含有關戴瑞賓市社區設施租用方面的政策和指引。詳情請致電市議會多語種專線8470 8470。

يحتوي هذا المستند على معلومات بشأن سياسة وإرشادات استئجار مرافق داربين المجتمعية. لمزيد من المعلومات، يرجى الاتصال بخط الهاتف متعدد اللغات التابع للمجلس على الرقم 8470 8470.

Овој документ содржи информации за правилата и упатствата за изнајмување на објекти за заедницата во Даребин. За повеќе информации јавете се на Повеќејазичната телефонска линија на општината на 8470 8470.

Tài liệu này có thông tin về Chủ Trương và Quy Định đối với việc thuê/mướn Phường Tiện Cộng Đồng của Thành Phố Darebin. Muốn biết thêm chi tiết, xin gọi cho Đường Dạy Đa Ngữ của Hội Đồng Thành Phố qua số 8470 8470.