

# Community Hubs Hiring Policy and Guidelines



## Community Halls and Rooms

Phone: 8470 8110

Email: [community.hubs@darebin.vic.gov.au](mailto:community.hubs@darebin.vic.gov.au)

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## Introduction

The Community Hubs Unit is responsible for the management of the following venues:

Clyde Street Community Hall                      Capacity: 50 people (standing)  
64 Clyde Street, Thornbury 3070

Donald Street Community Hall                      Capacity: 40 people (standing)  
2-24 Malpas Street, Preston 3072

Fairfield Community Room                      Capacity: 48 people (standing)  
121 Station Street, Fairfield 3078

GE Robinson Community Room                      Capacity: 40 people (standing)  
1-7 Garden Street, Reservoir 3073

Ruthven Community Room                      Capacity: 100 people (standing)  
12 Donald Street, Preston 3072

These spaces are available for the community to hire for such activities as meetings, activities, workshops etc. which are essential part of community life.

Please make sure you have read and understood the *Creative Culture and Events Venues - Terms and Conditions of Hire*. This document provides further information regarding the rules and regulations of hiring the above venues.

## Hours of Operation

The halls and rooms are available for hire during the following times:

Clyde Street Community Hall, Donald Street Community Hall and Fairfield Community Room:

- Sunday to Thursday: 9:00am to 10:00pm
- Friday and Saturday: 9:00am to 11:00pm

**Please note children's birthday parties (Clyde Street Community Hall Only) must finish no later than 5:00pm.**

GE Robinson Community Room:

- Monday to Friday: 9:00am to 3:00pm

Ruthven Community Room:

- Monday to Friday: 8:00am to 4:00pm; except Wednesday: 8:00am to 10:00pm

## Contact Information

Should you have any issues please contact:

Business hours	8470 8110 (9:00am to 5:00pm)
After hours	8470 8889
City of Darebin	8470 8888
Postal Address	City of Darebin Po Box 91 Preston 3072
Fax:	8470 8877
Email:	<a href="mailto:community.hubs@darebin.vic.gov.au">community.hubs@darebin.vic.gov.au</a>
Website:	<a href="http://www.darebin.vic.gov.au">www.darebin.vic.gov.au</a>

## Fees

Fees for regular hire will be invoiced monthly and are posted by City of Darebin.

Fees for casual hire must be paid prior to booking.

Fees for facilities are set by council annually in conjunction with the Council Budget and may increase with each year's 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 7 working days prior to booking for casual hirers and 3 working days prior to event for regular hirers.

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

## Activities

Activities considered appropriate include meetings, seminars, workshops, primary school aged-children's birthday parties, and classes.

Any person or community group based in the City of Darebin or from outside the municipality may be considered for using the facility.

The following points are taken into consideration:

- Darebin based non-profit groups or organisations, City of Darebin residents and council run programs.
- Non-City of Darebin community groups or individuals who are providing benefits to the Darebin Community either directly or indirectly.
- City of Darebin profit making organisations or persons.
- Non-City of Darebin profit making groups

Parties are limited to primary school aged children only. Parties must not finish later than 5pm and are only available at the Clyde Street Community Hall.

No inflatable structures such as jumping castles will be allowed/permitted in the venues or on any council property/asset.

The facilities address cannot be used as a place of contact or registered office. Mail for groups should not come directly to the facility.

Further information regarding what is allowed and prohibited at our venues can be found in the *Darebin Council Creative Culture and Events Venues Terms and Conditions of hire*.

## Bookings

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

### Regular Bookings:

Booking forms must be completed in full and returned at least three (3) working days.

Confirmation in writing is required, this can be email, mail or fax.

Invoices are sent out monthly to the account holder. Accounts in arrears may result in cancellation of future bookings.

### Casual Bookings:

Booking forms must be completed in full and returned at least five (5) working days in advance of first booking. Where required all further documentation must be provided at this timeframe also. E.g. Public Liability Insurance Certificate, Incorporation Certificate.

Full payment of all fees is due two (2) working days prior to the event, allowing enough time for the swipe card to be sent.

For cancellations, please see the *Darebin Council Creative Culture and Events Venues Terms and Conditions of hire* for information on cancellation to avoid additional charges.

## Security Systems

Hirers will be required to activate the venues security system. Hirers will be provided with operational instructions to perform this duty.

## Emergency Procedures

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

In the event of any problems occurring, please contact:

- Community Hubs on 8470 8110 (business hours)
- After Hours on 8470 8889 (after 5pm and weekends)