



## **Darebin Intercultural Centre - 2026-2027**

The Terms of Reference is updated every May to June for the next financial year to include new pricing and updated information.

We acknowledge the Wurundjeri Woi wurrung People as the Traditional Owners of the land. We recognise their continuing connection to land, water and culture and pay respects to Elders past and present.

### **Darebin Intercultural Centre**

350 High Street, Preston VIC 3072

Corner of High Street and Gower Street

**Venue hire hours:** Monday to Sunday, 9.00am to 9.00pm

**Staffed centre access for programs:** Weekdays, 10.00am to 4.00pm

Please ring the doorbell on arrival.

Access to the Centre is limited to scheduled programming and lounge access passes at the moment

**Phone:** (03) 84708440

**After-hours building or alarm issues:** (03) 8470 8889

**Email:** [intercultural@darebin.vic.gov.au](mailto:intercultural@darebin.vic.gov.au)

**Booking:** [Darebin Intercultural Centre - Booking Enquiry Form](#)

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We have a range of re-occurring programs and events including our famous IC Nights, alongside exciting new programs in the space on offer at the Darebin Intercultural Centre. [Subscribe to our newsletter](#) for a monthly update.

## **CENTRE VISION, MISSION & PROGRAMMING FRAMEWORK**

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The Darebin Intercultural Centre (IC) is a place where people cultivate mutual respect for each other's cultures and identities and can equally participate in community life.

Booking applications that align with the [IC's Vision, Mission, and Programming Framework](#), particularly activities created by, led by, and involving diverse community groups, organisations, and individuals, will be prioritised. We strongly encourage applications from people who are Aboriginal and/or Torres Strait Islander, Deaf, disabled, culturally and linguistically diverse, women, gender-diverse, experiencing financial hardship and LGBTIQ+ community members.

To communicate with Council in your most spoken language, applicants may contact Darebin's multilingual telephone line on 03 8470 8470.

## **PROGRAM PRIORITISATION AND ACCESS TO VENUE AND PROGRAM STREAMS**

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The Darebin Intercultural Centre (IC) supports, generates and delivers programs that are community-led, co-designed, or Council-led. Access to the venue is structured through defined program streams to ensure transparent, equitable, and consistent allocation of space and resources.

Venue use is prioritised across the following streams:

1. **Development stream (stipend + space)**
2. **Free venue use for free community programs (space only)**
  - a. **Including Internal use**
3. **General hire (at community and commercial rate)**

Each stream has a distinct purpose, level of support, and eligibility criteria. Placement within a stream is determined through assessment against [IC's Vision, Mission, and Programming Framework](#), not applicant preference alone.

Importantly:

- Applicants may indicate a preferred stream where relevant (for example through an EOI), however, allocation is determined by IC based on eligibility and program fit.
- Not receiving funding through the Development stream does not guarantee access to free venue space. Each stream is assessed independently.
- Programs must demonstrate alignment, feasibility and community benefit to be approved in any stream.

## **EOI PROCESS**

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EOI rounds are the primary mechanism for allocating:

- Development funding
- Priority access to space for high-impact public programming and free space

EOIs are typically held on a cyclical basis and assessed against program alignment, community outcomes, and feasibility. For more information visit the website to view: [Expression of interest](#)

[\(EOI\) rounds for development funding](#) and priority space access. [Bookings for free venue space](#) and commercial use is available outside of expression of interest time.

## APPLICATION FOR HIRE

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### Eligibility and purpose

To be eligible to book the Centre, applicants must complete a booking application form and demonstrate that the proposed activity aligns with [IC's Vision, Mission, and Programming Framework](#). All applications are assessed on a case-by-case basis, having regard to:

- alignment with the [IC's Vision, Mission and Programming Framework](#)
- the nature and suitability of the proposed activity
- WWCC, public liability insurance requirements and eligibility for Council insurance coverage and risk profile of the activity and capacity to delivery the activity

Applicants may purchase use of PLI through Darebin City Council, they may be eligible for Community Grants or Quick Grants through Darebin City Council. Darebin website link: [Darebin grants City of Darebin](#). The IC may exercise discretion in assessing applications from new or emerging groups that do not have financial capacity or public liability insurance. In these circumstances, applications may be auspiced by Darebin City Council.

### Application requirements

Each application must:

- be submitted on the relevant venue booking form: Here [Bookings](#)
- be completed in full
- be signed by the hirer
- include all required supporting documentation
- include details of any organisation, group, or individual engaged as part of the booking and the nature of their involvement

The person signing the application must:

- be at least 18 years of age
- be authorised to act on behalf of the organisation or group (if applicable)

Where applying on behalf of an organisation or group, the applicant must provide:

- the name of the organisation or group
- a business telephone number and/or a contact number reachable on the day of the booking
- address of the organisation or group

The applicant remains responsible for ensuring compliance with all conditions of hire.

### Tentative and confirmed bookings

Tentative bookings will be held for up to 14 days. If a completed application form and all required documentation are not received within that period, the tentative booking may be cancelled.

A booking is only confirmed once the IC has received:

- a completed application form
- any required supporting documentation
- evidence of satisfactory insurance, or payment for Council's public liability insurance scheme where eligible
- written confirmation from the relevant venue contact

### Booking lead times and forward bookings

Bookings require a minimum lead time of two weeks.

Venue bookings are generally intended for short-term use, such as:

- one-off events
- weekly bookings for up to 30 hours over 6 months

Requests for further extensions may not be confirmed until the current booking period has concluded. This is to support equitable community access across the venue network. Exemptions may apply where the activity strongly aligns with Council's community vision, values and goals, or where the organisation works in partnership or close collaboration with Council

### Accurate disclosure

Applicants must provide accurate and complete information at the time of application.

Failure to disclose relevant details, including:

- the nature of the activity
- expected attendance
- catering arrangements
- equipment requirements

may result in cancellation of the booking or affect eligibility for future bookings.

Applicants must also disclose:

- whether the activity generates income or financial benefit
- whether any contractors, facilitators, or third parties are engaged
- any elements that may increase risk, including equipment, attendance scale, or specialised activities

Failure to disclose this information may affect insurance eligibility and result in cancellation of the booking.

### HOURS OF OPERATION

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The Darebin Intercultural Centre is located at 350 High Street, Preston VIC 3072, on the corner of High Street and Gower Street.

The Centre is available for hire during the following hours:

- **Monday to Sunday:** 9.00am to 9.00pm

These hours are set in accordance with environmental and amenity considerations for surrounding residents.

For booking enquiries, applicants should contact the Centre during business hours:

- **Monday to Friday:** 9.00am to 5.00pm
- **Phone:** 8470 8440
- **Email:** [intercultural@darebin.vic.gov.au](mailto:intercultural@darebin.vic.gov.au)

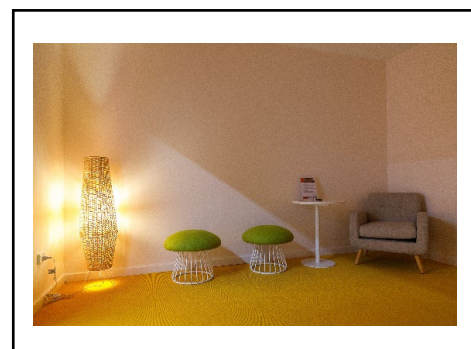
For After-hours bookings (Weekdays after 5pm & Weekends 9am -9pm) or alarm issues, contact Darebin City Council on 8470 8889.

### ACCESSIBILITY

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The Darebin Intercultural Centre includes the following accessibility features:

- DDA-compliant entrance ramps with handrails
- braille and tactile signage for sanitary facilities and required exits
- accessible toilets
- pictogram signage for bathrooms
- baby change facilities
- kitchenette





- prayer or reflection room
- accessible car parking at the Customer Service car park, 274 Gower Street




For more information on how to visit the Darebin Intercultural Centre, please see our [how to get here guide](#) and for more information regarding accessibility, please see our [Darebin Intercultural Centre Venue Accessibility Information](#).

## FACILITIES AND FEES

All invoicing will be sent at the end of each month. Failure to make payment may result in cancellation of the booking and ineligibility for future bookings.

The Darebin Intercultural Centre offers the following rooms and facilities:

Room/s	Capacities	Fees
<b>Wilam-nganjin</b> -'Our Place'-(Yellow event room) 	Theatre style: 32 capacity U-shape: 15 capacity Boardroom: 16 capacity	<ul style="list-style-type: none"> <li>• community: \$24.50 per hour</li> <li>• commercial: \$34.50 per hour</li> </ul>
<b>Djerring ganbu</b> - 'Gather as one'- (Orange event room) 	Theatre style: 40 capacity U-shape: 18 capacity Boardroom: 17 capacity	<ul style="list-style-type: none"> <li>• community: \$26.50 per hour</li> <li>• commercial: \$36.50 per hour</li> </ul>
<b>Combined Wilam-nganjin &amp; Djerring ganbu</b> (Yellow & Orange event rooms)	Theatre style: 60 capacity	<ul style="list-style-type: none"> <li>• community: \$51.00 per hour</li> <li>• commercial: \$71.00 per hour</li> </ul>

		
<p><b>Ganbu guljin ganbu wilam- 'One people One Place' - (Lounge area)</b></p> 	<p>Set table: 4 round tables with chairs. Seating capacity: 16 people</p> <p>This is a common room area during Monday to Friday, 9.00am to 5.00pm, for all community users</p>	<ul style="list-style-type: none"> <li>• lounge area, shared space</li> <li>• no charge</li> </ul>
<p><b>All rooms, entire Intercultural centre</b></p> 	<p>80 people standing</p>	<ul style="list-style-type: none"> <li>• Includes all spaces</li> </ul>
<p><b>Other fees</b></p> <p>Afterhours bookings (Monday to Friday after 5pm &amp; Weekends 9am-9pm)</p>	<p><b>Staffing requirements</b></p> <p>Staffing is required for after-hour bookings with more than 40 attendees.</p>	<ul style="list-style-type: none"> <li>○ community: \$50.00 per hour</li> <li>○ commercial: \$65.00 per hour</li> </ul>
	<p><b>Access cards and after-hours access</b></p> <p>The IC may issue an access card for after-hours entry.</p>	<p>The hirer is responsible for:</p> <ul style="list-style-type: none"> <li>• collecting the access card during business hours at least three working days prior to the booking</li> </ul>

		<ul style="list-style-type: none"> <li>• returning the access card within three working days after use, unless otherwise approved for regular user groups</li> <li>• complying with all alarm and access instructions</li> <li>• Any late returns of cards or lost cards may incur fees of \$50.</li> </ul>
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The hirer must leave the venue, room, fixtures and utensils in a tidy condition and in good order. If, in the opinion of the IC, the venue has been left untidy or requires extra cleaning, a cleaning fee may be charged from \$100.

## **VENUE EQUIPMENT**

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### **Room set-up**

When free venue use is offered, internal and external affiliated hirers are responsible for setting up and packing down the space. This includes setting up table, chairs, wiping down tables and chairs and placing any used dishes into the dishwasher.

Intercultural Centre (IC) staff are available to assist with IT and technical connections. During standard working days, staff may also be available to assist with room set-up, subject to availability. If hirers require guidance regarding room access, set-up arrangements, or operation of audio-visual equipment, they must arrange an induction with IC staff at least one week prior to the booking.

For after-hours and weekend bookings, hirers are required to set up their own rooms using the tables and chairs stored in the Centre's storeroom.

### **Equipment & facilities**

Standard equipment and inclusions

The IC may provide the following, subject to availability:

- projector, HDMI compatible
- lectern
- microphone
- wireless presentation remote
- Wi-Fi
- small whiteboard
- flip chart stand
- AV system and microphones
- portable amplifier
- stage light on stand
- tables and chairs
- prayer or reflection room
- communal kitchenette

Users must provide their own:

- laptop for AV connection with HDMI compatibility
- flip chart paper
- whiteboard markers
- other specialised equipment unless otherwise approved

The IC also provides side plates, cups and glassware for up to 72 attendees.

All first-time users must arrange a time with staff at least three days before their booking, preferably earlier to undertake an induction and trial run using their own device where relevant with our AV equipment.

### **Kitchenette, catering and shared facilities**

The IC has a shared kitchenette. It is not a commercial kitchen and is suitable for microwave heat-and-serve use only.

The IC provides:

- a coffee and tea station
- hot and cold-water dispenser
- ceramic cups
- glass cups
- plates
- bowls
- cutlery
- dishwasher
- microwave

Conditions of use for the kitchenette and shared amenities are as follows:

- no additional electrical or gas appliances may be used anywhere in the Centre without prior approval, testing and tagging
- the coffee and tea station is a shared space for all Centre users
- all dirty cups and dishwashable items must be loaded into the dishwasher after use
- all rubbish must be placed in the correctly labelled bins
- no items are to be left in the sink area
- any prepared catering trays and leftover food must be removed from the building immediately at the end of the booking time
- if organising catering delivery, the hirer must be present to receive it and display it

The IC encourages all users to bring reusable cups and reusable water bottles in line with Council policy.

### **EVALUATION REQUIREMENT**

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All hirers who have had free use of the space agree to:

- complete evaluation forms using their own device or the IC iPads (support can be provided from venue officer on how to use)
- encourage participants to complete evaluation forms and support them to do so where possible

This evaluation process supports:

- continuous improvement including what's working and what we can improve
- future programming decisions

Feedback helps the Centre continue to deliver responsive, inclusive and evidence-informed programming.

## CONDITIONS OF HIRE

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### Booking requirements

All booking requests must be submitted in writing (including email) and include: the date and time of the booking, or a list of dates and times for recurring bookings

- a brief description of the group
- the purpose of the booking and proposed activities

Bookings are assessed in line with [IC's Vision, Mission, and Programming Framework](#) and room availability.

Booking forms must be completed in full and returned within three working days of availability being confirmed. Failure to do so may result in cancellation of the tentative booking.

Written confirmation will be issued by email or text once the booking is approved.

A booking is only confirmed once the IC has received:

- a completed application form
- all required supporting documentation
- evidence of Public Liability Insurance, or confirmation of eligibility under Council's insurance scheme
- written confirmation from the relevant venue contact

### Regular bookings

Recurring bookings must clearly specify all requested dates and times at the time of application. Approval is subject to availability and alignment with [IC's Vision, Mission, and Programming Framework](#).

### Cancellations and changes

Cancellations or changes must be submitted in writing.

- Where at least one week's notice is provided, no hire fee will be charged.
- Where less than one week's notice is provided, the full booking cost may be charged at the discretion of the IC.

### Use of space and booking times

The hirer must only access the venue for the approved purpose, areas, and times.

Booking times must include all components of use, including:

- arrival
- set-up
- catering preparation and pack-down
- event delivery
- cleaning and pack-down
- final exit by all attendees

Use outside approved booking times may:

- incur additional charges at the commercial rate
- impact eligibility for future bookings

Additional access for set-up may only be approved in exceptional circumstances at the discretion of the venue contact.

### **Staffed and unstaffed bookings**

For staffed bookings:

- hirers must follow all directions provided by IC staff, including during emergencies

For unstaffed bookings:

- the hirer is responsible for the safety and wellbeing of all attendees
- in an emergency, the hirer must call 000 first, then notify Council when safe to do so
- the hirer may be required to assist with incident reporting

Where emergency services are called due to hirer error, including:

- failure to secure alarms
- improper use of equipment
- accidental activation of emergency systems

the hirer may be liable for all associated costs.

## **INSURANCE REQUIREMENTS**

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All hirers must hold Public Liability Insurance with a minimum cover of \$10 million, unless otherwise approved by Darebin City Council.

Hirers who do not hold their own insurance may apply to access Darebin City Council's Community Liability Policy. Access to this scheme is assessed on a case-by-case basis, subject to eligibility criteria, and is not guaranteed.

A booking is only confirmed once evidence of satisfactory insurance has been provided, or eligibility for Council's insurance scheme has been approved.

### **Council insurance coverage (Community Liability Policy – Part A)**

Where approved, limited coverage may be provided under Council's Community Liability Policy (Part A – Hirers Liability).

This coverage applies:

- only to the hirer named in the booking
- only for the duration of the approved hire period
- only where the hirer is not otherwise insured
- to liability arising from the hirer's negligence resulting in personal injury or property damage

Coverage is limited to a maximum of 52 hires per calendar year per hirer.

### **Limitations and exclusions**

Council's Community Liability Policy does not apply where:

Darebin Intercultural Centre (A8727338)

- the hire involves more than 1,000 attendees
- the hire exceeds five (5) consecutive days
- the activity forms part of a festival or major event
- the hirer derives commercial or financial gain from the activity
- the hirer is operating as a commercial entity for profit

Coverage may also be excluded for certain activities, including but not limited to:

- child care or child minding services
- sporting or active recreation activities
- fireworks or pyrotechnics
- security services
- high-risk equipment or unapproved electrical use

These exclusions are in addition to those outlined in the insurer's policy documentation.

### **Third-party insurance requirements**

Council's insurance does not extend to third parties engaged by the hirer, including facilitators, performers, contractors, or suppliers.

The hirer is responsible for ensuring that all third parties involved in the activity hold appropriate Public Liability Insurance.

Evidence of insurance may be requested by Council prior to approval.

### **Requirement for independent insurance**

Council may require the hirer to obtain their own Public Liability Insurance (minimum \$10 million or higher) where:

- the activity presents an elevated or unclear risk
- external contractors or facilitators are engaged
- the activity generates income or commercial benefit
- the hirer exceeds eligibility thresholds under Council's insurance scheme
- Council determines that coverage is not applicable

A Certificate of Currency must be provided prior to the booking being confirmed where required.

### **Claims and incident responsibilities**

The hirer acknowledges that:

- they may be responsible for the excess payable in the event of a claim
- they must not admit liability or make agreements in relation to any incident
- all incidents must be reported to Council as soon as practicable

### **Limit of hiring**

The hirer is only entitled to use the room or area approved as part of the booking. Council reserves the right to hire out other parts of the building at the same time.

Darebin City Council also reserves the right to cancel any booking where the Centre is required for urgent Council business.

### **Sub-letting**

No part of the facility may be sub-let, and bookings may not be transferred, without prior written permission from the IC.

### **Indemnity**

The hirer is responsible for any accident, loss, damage or injury sustained by any person or property arising from the hire, use or occupation of the venue during the booking period.

The hirer releases, indemnifies and holds harmless Council, its servants, Councillors, agents and contractors from all claims, demands, costs and expenses arising from:

- participation in, or use of, the venue by the hirer or people associated with the hirer
- injury, loss or damage suffered by any person or body arising from that use
- loss of or damage to property, buildings, equipment or materials caused by the hirer or persons associated with the hirer
- any illness, injury or death arising in connection with the hire or occupation of the venue

The hirer must not do, neglect or permit anything that affects Council's fire or public risk insurance, and indemnifies Council to the extent that its policies are affected by any such act or omission.

## **IC CONDITIONS OF ENTRY FOR DAREBIN INTERCULTURAL CENTRE**

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The Darebin Intercultural Centre (IC) is committed to providing a shared, safe place with respect for all.

By entering the IC, all visitors, participants, and hirers agree to comply with the following conditions.

### **General conduct and behaviour**

- Follow all directions given by IC staff.
- Visitors may be refused entry or directed to leave where these conditions are not met.
- Abusive or discriminatory behaviour will not be tolerated. This includes verbal abuse, offensive comments, hate speech, and any form of discrimination based on race, gender, sexuality, disability, religion, or other protected attributes.
- Visitors must not engage in behaviour that causes harm or risk to others. This includes physical violence, threats, intimidation, harassment, or any actions that make others feel unsafe or uncomfortable.
- Visitors must be mindful of others, including maintaining appropriate noise levels for a shared space.

### **Safety, hygiene, and responsibilities**

- Visitors must meet acceptable standards of personal hygiene and dress, in the interests of health and safety and in consideration of other users. Footwear must be worn at all times.
- Visitors must promptly inform IC staff of any concerns relating to services, equipment functionality, or the behaviour of other users.
- Visitors must cooperate with all emergency procedures, including evacuations, drills, and any other directions provided by IC staff.
- Visitors must not sleep in the space.

### **Substance use and prohibited activities**

- The use of alcohol, drugs, and other illegal substances is strictly prohibited.
- Visitors who are apparently under the influence of alcohol or other illicit substances may be refused entry or asked to leave the premises.
- Smoking and vaping are prohibited within the IC and must occur at least 9 metres away from the building.
- Gambling is strictly prohibited on IC premises.

- Broadcasting or displaying offensive or explicit material on IC or personal devices is strictly prohibited.

#### Access and hours

- Visitors may only enter the IC during standard opening hours, unless authorised for after-hours access.
- Visitors must leave the premises when directed by IC staff.

#### Personal belongings and liability

- Visitors must not leave personal belongings unattended.
- IC staff are not responsible for supervising personal belongings.
- The IC is not liable for any lost or stolen belongings.
- Lockers are available for use whilst in the IC only.
- Unattended belongings may be removed for safety or security reasons.

#### Use of space and property

- Visitors must not damage, misuse, or tamper with IC property, equipment, or facilities.
- Visitors will be liable for any damage caused to IC property.
- Flyers, advertisements, petitions, or any other materials must not be distributed within the IC without prior approval from staff.

#### Privacy and media

- To respect privacy, visitors must obtain permission before taking photographs or videos of staff or other visitors.

#### Animals, vehicles, and equipment

- Animals are not permitted inside the IC, except for registered assistance animals. Staff may request proof of accreditation.
- Vehicles, including bikes, scooters, and battery-powered devices, must not be parked, stored, or charged inside IC facilities for safety reasons. Mobility aids are permitted.

#### Restricted items and activities

The following are not permitted on Council property without prior written approval from the venue contact:

- single-use plastics, including crockery, cutlery, drinkware, and packaging
- balloons, including helium balloons
- sticky tape, masking tape, tacks, nails, and adhesives
- smoke machines and dry ice machines
- pyrotechnics
- confetti or glitter
- BBQs, open flame, gas bottles, welding, grinding, or other hot works
- jumping castles and inflatable structures
- animals and animal farms, except registered assistance animals

These conditions apply to all visitors, participants, and hirers while on the premises.

### **EQUITABLE USE OF SPACE**

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The IC is a shared civic facility. Space allocation is managed to ensure fair and equitable access across the community.

Bookings are generally limited to short-term use and are not intended to support long-term exclusive occupation of space.

The IC may allocate a smaller or shared space where attendance numbers are low or where this supports more effective use of the facility.

All use of the IC operates within a shared, multi-use environment. Users are expected to respect the concurrent use of spaces, including:

- Shared access to common areas such as lounges and circulation spaces
- Co-existence with adjacent programs, meetings, or bookings
- Reasonable management of noise and activity levels
- Respectful behaviour towards other users, staff, and participants

The IC does not operate as a single-use or exclusive venue unless explicitly approved. All bookings must support equitable, accessible, and respectful shared use of the facility.

### **Shared lounge and adjacent space use**

The lounge area (Ganbu guljin ganbu wilam) is a shared, non-exclusive space. Hirers and visitors must:

- share the lounge respectfully with other community members and Centre users
- ensure their use of the space does not limit access for others in other room bookings that occur simultaneously
- maintain noise levels appropriate to a shared environment
- allow for adjacent rooms and spaces to be used concurrently by other bookings

Bookings at the IC may occur simultaneously across different areas of the Centre. Hirers must ensure that their activities do not disrupt neighbouring bookings, including through excessive noise, overcrowding, or use of shared amenities.

### **VOLUNTEERS**

In accordance with the Volunteer Policy, the IC engage Council volunteers to undertake activities in a designated volunteer role with a Volunteer Agreement and Role Description. These volunteers are formally registered, undergo pre-screening checks and receive an induction and a copy of the Council volunteer handbook prior to starting their volunteering.

Individuals and community groups who hire IC spaces and volunteer their time to run community programs are not considered registered Council volunteers.

### **CHILD SAFETY**

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Darebin City Council is a child safe organisation with zero tolerance for child abuse. If abuse or harm to a child or young person is suspected or witnessed, it must be reported immediately to staff. In an emergency, contact Victoria Police on Triple Zero (000).

The hirer must comply with all child safety legislation as it applies to the hirer's activity where it involves persons engaged in 'child related work' within the meaning of the Worker Screening Act 2020 (Vic). As Darebin Council is an application entity within the meaning of the Child Wellbeing and Safety Act 2005 (Vic) the hirer agrees to comply with the Safeguarding Children Policy in relation to their hire agreement with Council.

Children must be accompanied and supervised by a responsible adult at all times.

### **EMERGENCY PROCEDURES**

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In the event of an emergency during staffed business hours, the hirer must follow directions from Centre staff, including designated wardens.

For after-hours and weekend bookings where no Darebin staff are on site, the hirer is responsible for the health and safety of all guests and for implementing evacuation procedures if required.

All hirers must:

- make themselves aware of emergency evacuation plans displayed throughout the Centre
- become familiar with the building layout and exits
- participate in induction on emergency procedures where required

If a smoke detector is activated because of the booking, including as a result of smoke, vapes, helium gas, fine dust or unauthorised equipment, and emergency services attend, the hirer may be responsible for all call-out charges.

### **Urgent issues and incident reporting**

During business hours, any problems occurring at the Centre should be reported to the Darebin Intercultural Centre on 8470 8440 or directly to Centre staff in the office.

For all after hours bookings (weekdays after 5pm & weekends 9am-9pm)), urgent building, alarm or access issues should be reported to Darebin City Council After Hours Services on 8470 8889.

### **PRIVACY STATEMENT**

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Darebin City Council ("Council") collects, holds and manages personal information under the Privacy and Data Protection Act 2014 and health information under the Health Records Act 2001.

Your personal and/or health information are collected for the purpose of registering, assessing applications against specified criteria and administering venue hire applications as well as managing Centre activities and operations. We may ask for disclosure of your community to make an assessment against [IC's Vision, Mission, and Programming Framework](#), prioritising grant applications and registrations for programs from people who are Aboriginal and/or Torres Strait Islander, Deaf, disabled, culturally and linguistically diverse, women, gender-diverse, experiencing financial hardship and LGBTIQ+ community members. This information will be used by Darebin City Council only for directly related administrative purposes. Information will not be disclosed for marketing purposes. We may report on Centre activities and usage internally with de-identified statistics.

The Council may provide personal information to its agents, such as its accountants or lawyers. At times, the Council may be legally required to disclose personal and/or health information, for instance to the police. Failure to provide required personal information may result in the application not being processed due to our criteria requirements for bookings. You can access the Council's privacy policy by emailing [privacy.officer@darebin.vic.gov.au](mailto:privacy.officer@darebin.vic.gov.au) or from our customer centre. For further information on privacy matters please call Council's Privacy Officer on 8470 8888 or email [toprivacy.officer@darebin.vic.gov.au](mailto:toprivacy.officer@darebin.vic.gov.au). If you would like to gain access to your personal information, you can contact Council's Freedom of Information officer on 8470 8888 or email to [foi@darebin.vic.gov.au](mailto:foi@darebin.vic.gov.au).

### **ATTACHMENTS**

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- [Darebin Intercultural Centre - Booking Enquiry Form](#)
- [Darebin Intercultural Centre - EOI Application Form](#)
- [2023 Darebin Intercultural Centre Programming Framework pdf \(A7118385\)](#)

- [Darebin Intercultural Centre Venue Accessibility Information](#)
- [2025 Alternative Venue Hire \(A8161406\)](#)
- Acknowledgment and agreement of ToC

By signing below, I acknowledge that I have read, understood, and agree to comply with the [Terms of Reference](#) on our website for the Darebin Intercultural Centre. I further agree to comply with the following associated policies and frameworks, noted in Terms of Reference:

- **IC Conditions of entry for Darebin Intercultural Centre**
- **Child Safe Standards and practices**
- **Occupational Health and Safety requirements**
- **Privacy statement**
- **Darebin Intercultural Centre Values**

I understand that adherence to these principles is a condition of participation and that failure to comply may result in withdrawal of participation or other appropriate action.

**Acceptance:**

I, \_\_\_\_\_ have read and understood the above document, Terms of reference, Code of conduct

\_\_\_\_\_  
**Community Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Date