

Occasional Hall Hire may occur during Public Holidays, school holidays or at other times when the hall is not used by regular groups or booked for function.

Occasional Hire is only available for such activities as community meetings, rehearsals for community events or community education events with no more than 100 attendees.

For any party-type activities, the standard Hall Hire policy and fees will apply.

Occasional Hire is available subject to Manager's approval and cleaners' availability.

SPRINGVALE LEARNING & ACTIVITIES CENTRE – CONDITIONS OF OCCASIONAL HIRE as of 1 January 2012

1. The hiring fees for occasional hire of the community hall must be negotiated with the Manager. The fee will include the bond of up to \$200.
2. Payment of bond and hiring fees in due time is the hirer's responsibility.
The due date and amount for each payment is stated on your copy of the Application Form. **The Centre staff members are not responsible for reminders.**
3. Maximum number of attendees – 100 people.
4. There is no provision for crockery, cutlery, table cloths, tea towels or cooking utensils. The hirer must not use the Centre's crockery or utensils.
5. **HIRING FORMAT**
 - Must be negotiated with the Manager/Staff member.
6. It is the responsibility of the Hirer (s) to have Public Liability Insurance Cover for their function. Committee of Management and or / the Greater Dandenong Council accepts no responsibility for negligence on behalf of the hirer (s).
7. Any damage in or to the Centre and its furnishings is the responsibility of the Hirer (s) and the cost of repairs will be charged to the Hirer (s). It is suggested that the person whose name is on the hire agreement ensures that someone is delegated to oversee the safety of the Centre as a whole, in particular the foyer and the toilets and evict any troublemakers or uninvited guests.
8. The Hirer (s) will comply in every way and respect the regulations under the Health Act in regard to public buildings for the prevention of overcrowding and obstructions of exits and foyer. Information on this can be found at <http://www.health.vic.gov.au/hsc/> on the Internet or by calling Telephone: (03) 8601 5200, or Toll Free: 1800 136 066.
9. The Committee of Management reserves the right for the Committee Members and / or appointed representatives to enter the Centre during your hire.
10. The bond will be sent to you within two weeks after your hire, providing the conditions listed below have been adhered to. Conditions not adhered to will be deducted at the rate set out on the attached document

The Conditions are:

- The kitchen, the stove (including the oven) and refrigerator and the toilets MUST be left clean after the hire.
- The hall and rooms need to be swept and cleaned prior to leaving the Centre. All food and liquid spillages must be immediately cleaned from all surfaces, e.g. tables, benches and floors. Broom, mop and buckets are available to assist in this regard.
- Rubbish must be placed inside the large green bins, located in the carport, if there is excess rubbish then it is the hirer's responsibility to take it with them or ensure that it is left in plastic bags which need to be sealed to keep vermin out.
- Rubbish is also to be collected from the Building surrounds, including the rear car park.
- Decorations may only be attached to wall surfaces with removable tape and all tape and decorations must be removed at the end of the hire.
- Vehicles must only park in approved parking spaces either in the small car park at the front of the Centre or at the rear of the Centre. It is illegal for vehicles to be parked on nature strips and footpaths.
- In line with City of Greater Dandenong Policy, **NO SMOKING** is permitted within the building. **CHEWING GUM IS ALSO PROHIBITED IN THE CENTRE.**
- No illegal activities are permitted in the Centre, if you are found doing this and / or the police arrive then your bond is immediately forfeited.
- All lights (except security lighting) and the heater/air conditioner if used must be turned off at the end of the Hire.
- The use of BBQ's/SPITS is not permitted to be used inside of the building.
- Any damage/breakages must be reported and are the responsibility of the Hirer to restore to the pre function condition.
- Chairs must be stacked in stacks of 12 (seats facing inwards) neatly in the storage area, tables must be wiped down and then stood up and stacked top of table against top of table. Please, refer to the enclosed picture of how tables and chairs must be stacked.
- Please, use chair trolley and table trolley for your own safety.
- The Centre must be properly secured on leaving the building.

LIST OF DEDUCTIONS

AMOUNT	ITEMS
\$50	Chairs and tables not clean and stacked properly
\$50	Additional cleaning in the Hall (e.g. soft drink spillages)
\$50	Additional cleaning in toilets, foyer or areas immediately outside the building.
\$50	Additional cleaning in the kitchen: sinks, stove, oven, fridge or else.
\$50	Lights left on
\$50	Heater left on
\$50	Decorations not removed properly
\$50	Unnecessary discharge of fire extinguishers
\$50	Scratching of hall/stage floor
\$50	Smoking anywhere in Centre
\$50	Late Return of key (later than 11.30am the following Monday, or the closest business day when Monday is a Public Holiday).
\$100	Chewing Gum anywhere in the building
\$50	Food and Drink in Carpeted areas
\$50	Excess rubbish not sealed or disposed of properly
\$50	Rubbish not collected from the Building surrounds, including front door area and car park in Queens Avenue.
\$100	Failure to lock up Centre securely
\$150	Loss of Centre Key
\$100	Using the Centre outside the hours specified on the application form

The entire bond will be retained if more than 2 non-compliance matters from the list above occur.

For any damage to the Centre or furnishings (e.g. hole in walls; broken furniture, etc.) a quote will be obtained and relevant amount including admin overheads will be deducted from the bond.

Please, note that in case of serious breaches, the entire bond will be retained:

- The entire Bond will be retained if hire (function) and or Music/Amplified sound continues after 12-00 (midnight).
- The entire bond will be retained if the hirer enters the hall or building to set up, clean or inspect the building and in any way cause any disturbance to other groups using the Centre **earlier than in the time in the agreement, or stay longer.**
- The entire Bond will also be retained if Police are called for disturbances.
- The entire Bond will be retained in case of a repeat breach of the rules/conditions of hire and the group will not be allowed to hire the Springvale Learning & Activities Centre Hall again.

Collection of Key

Must be arranged with the Centre staff.

The key must be returned at the conclusion of the function or returned to the Centre between 9.30 am and 11.30am on the morning of the next business day.

Springvale Learning & Activities Centre Inc.

Committee of Management

October 2015