

Conditions of Hire

1. Long term Hiring Fees will be paid in advance or strictly on a four weekly basis.
2. **The Entry & Exit procedure form needs to be returned or disposed of appropriately.**
3. If any action or lack of action by the hirer results in a call out by the houses nominated security firm the hirer will be responsible for any resulting charges. The cost will be taken from your bond.
4. Hiring costs for building and use of its facilities plus a bond of **\$150.00** shall be paid prior to date of commencement unless otherwise negotiated. Where House is hired during normal opening hours, bond may not apply.
5. **UNDER NO CIRCUMSTANCES MUST ALCOHOL BE ON THE PREMISES DURING HIRE**
6. Should the building be left in other than a clean and undamaged condition, an amount will be deducted from the Bond held to cover such cleaning/repair costs. If in excess of amount of Bond held, an account will be tendered.
7. If hire of the building is for more than one session an additional Bond may be required to cover any subsequent costs.
8. 48 hours notice of cancellation is required to be given by Hirer or full payment of Hiring Fee will be charged.
9. Building shall be left in a clean condition at the end of each hire. This includes the following:
 - Chairs Stacked Neatly
 - Tables to be sprayed with cleaner and wiped (all cleaning products are located in the kitchen cupboard under the sink)
 - Floors vacuumed (vacuum cleaner located in cupboard in the small room off kitchen)
 - Kitchen floor swept or Vacuumed and mopped (mop, bucket and broom are located in bathroom at end of hallway.)
 - All crockery and cutlery used is to be washed, dried and returned to the respective cupboard/drawer.
 - Toilets to be left in a hygienic and tidy manner.
10. Our Place of Assembly Licence permits a maximum of 50 people.
11. The principal hirer is obliged to become the Chief Warden or appoint a chief warden and other wardens from the group to assist during evacuation, as required for the event you have hired the house for.
12. **The chief warden shall adequately brief all Wardens on their roles and responsibilities outlined in the WMNH emergency evacuation plan.**
13. **Child Care Room is not for hire under the normal House Policy. Access to Preschool area (this includes the playground) is not allowed under any circumstances.**
14. Smoking is prohibited indoors, and within 4 meters of the building.
15. Loud noise and offensive behaviour or language within the immediate area of the building is to be discouraged. Noise should be kept to minimum.
16. ALL power except fridge, urn and heat pump to be turned off after each session. Internal doors and windows must be shut and locked.
17. Management must be notified prior to session regarding noisy activities within the building.
18. Hirer is to supply own linen.
19. Out of hours opening of the building to be negotiated with the Management. Normal rental hours are between 7am-11:30pm Monday-Friday and 9am-10:30pm on Saturdays and Sundays.

I agree to adhere to the conditions set out above.

Signed: _____
(House Hirer)

Date: ____/____/____

Print Name: _____

Activities

The Neighbourhood House is a space where events that service and benefit the local community are encouraged. The community benefit needs to be clearly identifiable or able to be clearly articulated by potential users of the space. If it is not clearly articulated a commercial rate will be charged. Approval of events is at the discretion of the Manager.

- No religious or political material is to be displayed at the Neighbourhood House, nor is material deemed offensive by house staff to be displayed.
- You are to provide your own coffee, tea, milk and any other consumables.
- Strictly NO ALCOHOL is permitted.
- Strictly NO USE of Preschool and outdoor play area is permitted.

Bookings

- Bookings can be made via our website, by email, by telephone or by dropping into the Neighbourhood House during business hours. All bookings are not confirmed until an invoice is issued and payment is made.
- A bond and deposit is required for all bookings.

Bond

- A bond of \$150 is required upon booking. This bond will be returned to the hirer on the condition the venue is left in the condition it was prior to use and after a staff member signs the "After Event" form (to be provided upon confirmation)

Payment

- Hire fees can be paid by credit card via our website, by deposit or in our office by Eftpos or in cash.

Cleaning

- Hirers are expected to clean the premises after use, and ensure toilets are left hygienic and unsoiled.
- Stack the dishwasher before leaving, if the kitchen has been used.
- Make sure the microwave is wiped clean, if the kitchen has been used.
- All equipment, chairs, and tables are to be returned to appropriate storage spaces at the completion of hire.
- All technical and electrical equipment brought onsite by the hirer must have current tag and test certification.
- WMNH supply for cleaning: 1 mop and bucket, 1 floor duster (to sweep), some crockery, cutlery, pots and pans, rubbish bins & bags and cleaning products for floors and kitchens.
- Hirer to supply own tea towels and any other items required.
- Remove any rubbish from the bins and place in outside council bins.

Damage to the Neighbourhood House

- It is the responsibility of the hirer to report any damage to the Neighbourhood House upon arrival. If you see damage report it immediately by emailing info@westmoonahnh.org.au . In emergencies telephone the contact given to you during induction.
- In the case of damage made to the Neighbourhood House during use the hirer is required to contact staff immediately. Should any damage occur during your use of the space you will be responsible for repair costs.

Storage

The West Moonah Neighbourhood House cannot store items as space is limited. All items brought in by groups must be removed from the premises at the completion of an event.

Alarm, Security & Safety

- Carefully follow the instructions attached for the building's security alarm (provided at induction)
- The hirer will be charged for any security call-out fees that occur (currently \$80 per call out)
- Absolutely NO smoking, open flames or alcohol is allowed on site.
- The use of open flames can trigger the alarm and/or cause safety risks. Any costs incurred due to the use of open flames will be charged to the hirer.

Theft

The West Moonah Neighbourhood House 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 Community House against any such actions.

Cancellation

Cancellations can be made up to 48 hours before the event. If a booking is cancelled within 48 hours of the event the Neighbourhood House will retain the deposit.

Keys

- One set of keys will be issued to the contact person listed. This person is required to attend an induction for the building.
- The keys are not to be shared with anyone who is not listed on the agreement.
- If multiple people need access to the keys, please list their name(s) and phone number(s). These people MUST attend a building induction.

Public Liability Insurance

If your organisation has Public Liability Insurance, please provide a copy to the West Moonah Neighbourhood House.

Other

- The West Moonah Neighbourhood House address must not be used as a contact place or registered office unless authorised by staff.
- No animals are permitted in the Neighbourhood House except for animals who provide assistance.

M1 - Includes medium room with projector/screen/smart TV and kitchen

M2 - Includes small room and kitchen.

M3 - Includes large room with kitchenette.

M4 - M1+M3

What is included

- Power and heating
- Toilets, including a toilet with disabled access
- Standard chairs upon request
- Fold out tables upon request
- Projector/Smart TV in Rooms M1 & M2
- Sound system in M1

Kitchen

- A kitchen with microwave, dishwasher, electric kettle, urn and fridge are available upon request. Please advise on your booking form if you would like access to the kitchen.
- You are to provide your own crockery, cutlery and pots and pans, coffee, tea, milk and any other consumables – coffee stirrers, plates and cups are available for use.

What is not included

- Consumables such as coffee, tea, milk, biscuits, snacks, etc.

Payment

- Hire fees can be paid by credit card via our website, by deposit or in our office by Eftpos or in cash.

EMERGENCY EVACUATION PLAN FOR West Moonah Neighbourhood House

For those hiring the WMNH the Principle Hirer is obliged to become the Chief Warden or appoint a chief warden and other wardens from the group to assist during evacuation. The chief warden shall adequately brief all Wardens on their roles and responsibilities Wardens shall familiarise themselves with:

- The layout of the building and the location of all emergency exits
- Location of their closest exit and assembly area
- Method of raising the alarm.

CHIEF WARDEN RESPONSIBILITIES (White Helmet from the foyer)

1. Ascertain nature, location and scope of emergency
2. IF NECESSARY INITIATE EVACUATION.
3. Raise the alarm
4. **Ensure that the Fire Service** is notified **000**
5. Ensure that Wardens are notified of the situation
6. Ensure that the building has been totally evacuated
7. Ensure exits are secured to prevent re-entry to the affected area
8. Extinguish if appropriately trained and safe to do so
9. Brief the emergency services personnel upon arrival.

Fire Brigade Telephone 000

In the event of an emergency evacuation the PERSON BRIEFED BY THE CHIEF WARDEN to be the area wardens will have the following responsibilities.

AREA WARDENS RESPONSIBILITIES (Red helmets from the foyer)

1. Commence evacuation if the circumstances warrant it.
2. Search all areas to ensure that all persons have been notified and have evacuated
3. Communicate with the Chief Warden and act on His/her instructions
4. Assist any mobility –impaired person.
5. Ensure the orderly flow of persons to the assembly areas
6. secure exits to prevent re-entry to the affected area
7. Take roll call
8. Report to Chief Warden

The Assembly Points are

1. Car Park
 2. Back Gate
- Away from fire area*

Initial here.

AFTER HOURS CONTACT

If you encounter any problems with the alarm or in case of other issues arising outside office hours,

Please contact: Mary (Manager) Mobile: 0427 008 421

ENTRY AND EXIT PROCEDURE

On entry you will need to disarm the alarm (beside office door in foyer).

Key In.....and then **'off'**

Each key will beep as you press it, it will then arm.

On exit you will need to re-arm the alarm

Key in and then **'on'**

Each key will beep as you press it. You also hear a series of short beeps if armed correctly.

The alarm is now armed. You should exit the building within 20 seconds.

The only way that the door will lock is by turning the key in the lock on the out side of the door. Please test the door handle. If the door is locked properly the door handle will not turn.

Alarm Problems

If you press the wrong button or have a problem with the alarm – arm it again and then re-key the entry code.

If nothing works – refer to contacts on this form.

If the Alarm is triggered or goes off Mekina security services will call (on the kitchen phone) and ask for verification that you are meant to be there please use voice code _____ if asked.

NOTE:

The House is inspected before and after hire. You are welcome to accompany us when doing so.

The time that you require to prepare the room for a function will be included in the cost of hire.

Parking in the park adjacent to the building is available, but when Springfield Avenue is used for overflow parking, consideration for residents is encouraged.

You are welcome to decorate the room, but please be careful of the paintwork.