

**GRATTAN GARDENS COMMUNITY CENTRE**tel: 03-95105877 fax: 03-95108971 email: [ggcc@newhope.asn.au](mailto:ggcc@newhope.asn.au) 40 Grattan Street, Prahran, 3181**Hall / Facility / Room Hire - Application Form**

Your Name: \_\_\_\_\_

Your organisation is a: (Please tick.)

Stonnington based Community Group ( ) Not-for-profit Agency ( )Stonnington based Commercial Entity ( ) Other Commercial Entity ( )

Organisation Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: (BH) \_\_\_\_\_ (AH) \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Hall / Room / Studio Requested: (please tick) See attached Plan View**

Community Hall (120 seated) ( ) Activity Hall (40-50 seated) ( )

Meeting Room (20-30 max.) ( ) Wet Studio (Studio 1) ( )

Dry Studio (Studio 2) ( ) Dry Studio (Studio 3) ( )

Day/Date of Function: Day: \_\_\_\_\_ Date: \_\_\_\_\_ Month: \_\_\_\_\_

Time requested: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Description of Function / event: \_\_\_\_\_

Anticipated number of people Attending: \_\_\_\_\_

Do you have Public Liability insurance? No ( ) or Yes ( )

**If "Yes", please forward a copy of your certificate with this "Booking Form". If "No", please be aware that you are required to arrange same, either yourself or through the Centre, prior to your use of the Centre.**

Bookings are considered tentative pending receipt of the deposit or full payment as agreed. Tentative bookings may be relocated without notice of liability as stated in the attached "Conditions of Hire". Receipts, as issued by the City of Stonnington, will not be posted unless requested.

**I acknowledge having received a copy of the "Conditions of Hire", and undertake, on this application being accepted, to comply in all respects to such conditions.**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

# Grattan Gardens Community Centre

## Conditions of Hire: Agreement with City of Stonnington (Council)

The Grattan Gardens Community Centre (GGCC) is available for hire by the following groups in priority order.

1. **Stonnington based community groups**
2. **Not-for-profit agencies and entities**
3. **Stonnington based commercial agencies and entities**
4. **Commercial agencies and entities**

The Centre's facilities cannot be hired for private functions such as birthday parties, engagement parties, weddings, christenings, barmitzvah etc and are not available for hire to private individuals nor to unincorporated entities.

### Application

Applications for the use of the premises should be made to the reception staff at the Centre by completing an Application Form. The applicant must sign an undertaking to comply with the Conditions of Hire in force at the time of use.

The Centre Co-ordinator will approve the applications. If in doubt, the application will be referred to the Facility Management Group for approval.

The Hirer must pay the deposit requested at the time of making the application for hire. All hire fees will incur GST.

### Classifications of Use

Passive Use: Passive use is defined as use of the Centre for classes, meetings, lectures, displays, films and concerts.

Social Use: Social Use is defined as the use of the hall for social gatherings and functions where food is served.

The Hirer must not do or allow to be done anything, which may or does:

- I. Destroy or cause damage to the hired venue and the attached facilities;
- II. Cause offence to any person;
- III. Cause any form of nuisance, disturbance or damage to any occupier or owner of any adjacent property or to his her property; or
- IV. Breach any provisions of these Conditions

The Hirer must ensure that the use of the hired facility is confined to the agreed hire period except for catered functions where:

- I. The period is extended to thirty (30) minutes before and after the hire period without additional charge; and
- II. Continued use of the hired venue more than thirty (30) minutes after the agreed hire period will incur normal hire charges plus a 50% penalty of the additional amount incurred.

### **Bond / Security Deposit**

Where the Centre is hired outside of core hours [9.00am – 5.00pm Monday to Friday excl. Public Holidays] a bond / security deposit (amount as stated in the Hire Fees) will be required prior to the date of the function.

The bond / security deposit shall apply as:

- I. A guarantee of the fulfilment of the Conditions of Hire
  - II. A security against damage to the building, equipment or any fittings or furniture contained in the building
  - III. A security against any abnormal cleaning required as a result of the use by the hirer
  - IV. A security against the disappearance of any equipment, fittings or furniture
  - V. A security against costs incurred arising from abnormal call-out of Security Patrols,
- a) If the Hirer fails to observe the obligations under these Conditions, Council, without notice to the Hirer, may apply the Bond towards paying of any claim it has against the hirer.
  - b) The Hirer shall be liable on the demand by the Facilities Management Group to pay any further amounts in excess of such deposit to meet the full cost of repairs replacement and cleaning
  - c) Where there has been no breach of the Conditions of Hire, damage to the building, equipment, fittings or furniture, additional cleaning required to be performed, the bond will be returned to the hirer.
  - d) The Facilities Management Group or its delegate will be the sole judge of damage to buildings, equipment, fittings and furniture, the abnormal cleaning or loss of equipment and the necessity for abnormal call-out of security patrols.
  - e) The applicable Bond / Security deposit is as described in the attached Hire Fees.

### **Hire Payments**

The Centre hire charges will be in accordance with the attached Hire Fees.

The Hirer must pay the application deposit as requested at the time of making the application to the Centre Co-ordinator for the hire. All hire fees are inclusive of GST. All hire charges shall be paid for in advance of the function/event.

Any group that believes that it should be exempt from the hire charges may put their case accordingly by submitting a written application to the Facility Management Group.

### **Cancellation by Hirer**

The Hirer may cancel the Hire by written notice to the Facility Management Group before the date of the hire.

If the Hirer cancels the hire -

- I. At least 2 calendar months before the hire date, Council will refund the full fee paid for the hire; and
- II. Less than 1 calendar month before the hire date, Council will retain the full amount of the hire fee.

### **Cancellation by the Facilities Management Group**

The Facilities Management Group may cancel the hire, by written notice to the Hirer before the date of the hire.

If the Facilities Management Group cancels the hire it will refund any amounts paid for the hire by the Hirer.

### **Smoking**

Smoking is absolutely prohibited in the Centre. The building is fitted with an automatic sprinkler system, which may be activated by smoke.

### **Smoke Machines**

Due to the installed fire detection devices, smoke machines are not permitted. The Hirer will be liable for any costs incurred arising from the call-out of emergency services.

### **Balloons & Decorations**

Any and all decorations including balloons brought into the Facility by or with the permission of the Hirer must be removed at the completion of the hire. This applies in particular to helium balloons that may have 'escaped' to the ceiling which must also be removed to preclude after hours activation of any security alarm systems and or personnel callouts, the cost of which will be charged to the Hirer.

### **Noise**

The State Environment Protection Policy Section 2 stipulates acceptable noise levels.

Amplified music in the Centre must not be audible in properties adjoining the centre after 11.00pm except for Sundays where the time limit is 10.00pm. Users must give due consideration to the amenity of the area. If the noise exceeds these limits the Police may be called and can issue a notice to stop the music. If the noise continues the Police may issue an on the spot fine.

### **Alcohol**

If alcohol is to be sold or included in the price of entry, the Hirer must -

- I. Obtain the appropriate permit from the Liquor Control Commission; and
- II. if requested, provide a copy to the Centre Co-ordinator at the Centre 14 days prior to the date of the hire; and
- III. Display the original of the permit at the hired venue during the hire period as required by the Liquor Control Commission.

The Facility Management Group may prohibit alcohol being brought into or distributed or consumed at the hired venue if it believes this is reasonably necessary to maintain law and order or compliance with the applicable provisions of these Conditions.

### **Condition of Venue**

The Hirer acknowledges that the venue is in good repair and in a clean condition at the commencement of the hire, and must reinstate it to the same condition at the end of the hire.

If any damage occurs to the venue during the hire as a result of the hirer's use the Hirer must at the discretion of the Facilities Management Group reinstate the venue in accordance with Facility Coordinator's reasonable direction or pay to Council the cost of the reinstatement.

### **Insurance**

The Hirer must provide the Facility Co-ordinator with evidence of insurance for public liability in respect of the use and occupation of the hired venue for \$10,000,000.00 for any single event, noting Council as an interested party.

The Hirer must not do anything, which may or does render void or voidable any insurance for the venue, or cause any claim to be denied or the rate of premium on any insurance to be increased.

Casual hirers may be able to obtain acceptable public liability insurance coverage through the Council's Hirer's Liability Insurance Scheme. Hirers that are eligible for this cover will need to pay a fee of Fifteen Dollars (\$15.00) per use in advance of their Hire. Under this cover an excess amount of \$100.00 is to be paid by the

Hirer in the event that a claim is made. Information about this cover can be obtained through the Facility Co-ordinator.

### **Indemnity**

By signing this agreement, the Hirer agrees to indemnify, and keep indemnified, and to hold harmless the Stonnington City Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them arising from the Hirer's performance or purported performance or its obligations under this agreement that may be directly related to negligent acts, errors or omissions of the Hirer. The Hirer's liability to indemnify the Council may be reduced proportionally to the extent that any act or omission of the Council, contributed to the loss or liability.

### **Security**

The Facilities Management Group may require the Hirer, at the Hirer's cost, to arrange for security personnel, being Registered Crowd Controllers or members of the Victoria Police, to be in attendance during the hire.

Only Registered Crowd Controllers are permitted, proof of such registration is required when submitting applications. Crowd Controllers whilst engaged at functions are at all times to carry licenses and display security numbers.

The ratio of Crowd Controllers to persons attending the Hirer's event is to be calculated based on the following ratio: 1 Registered Crowd Controller for every 100 people or part thereof. Failure to undertake such direction may result in the booking being cancelled at the discretion of the Facility Coordinator.

### **Refusal to Let**

It shall be at the discretion of the Facilities Management Group to refuse to let the premises to any individual or group in any case. The decision of the Facilities Management Group in all matters is final.

### **Kitchen facilities and Caterers**

Caterers or hirers will not take into the Grattan Gardens Community Centre, any gas or electrical appliance not supplied by Council unless permission has first been obtained from the Facility Management Group.

### **Free Access**

The Hirer must allow free access to the venue at any time by the Mayor, Councillors, venue management and any officer designated by the Facilities Management Group and/or the Council.

### **No Subletting**

The Hirer must not sub-let the hired venue.

### **Obstructions**

The Hirer must comply with any applicable regulations made under the *Building Control Act 1993*.

### **Animals Prohibited**

The Hirer must not allow any animals to be present at the hired venue except for guide dogs for the visually impaired.

### **Compliance with Law and Directions**

The Hirer must comply with any -

- I. Reasonable direction by Council;
- II. Council Local Law
- III. Other applicable legislation.

### **Car Parking and Deliveries**

The Hirer must ensure that any deliveries made to the Grattan Gardens Community Centre in relation to the hire do not cause any traffic obstructions and must obtain Council's approval for any deliveries involving vehicles of a capacity of 3 tonnes or more.

### **Power Restrictions**

If a supplier of power or water imposes a restriction during the period of the hire, the hirer must make arrangements for any necessary temporary supplies at its own cost and subject to approval by the Facilities Management Group.

### **Breach of Conditions**

The Facilities Management Group or nominated delegate may expel from the hire venue any person who breaches any of these conditions.

The Facilities Management Group or nominated delegate may direct the hired venue to be vacated during the hire if it reasonably believes these conditions are being breached and the Hirer has not remedied the breach after being directed verbally to do so.

### **Theft**

The Facilities Management Group is not responsible for any loss or damage that may be suffered by the Hirer or any of the persons attending the hire event.

### **Access and Closure**

If the Centre is to be hired outside of the core hours (9.00am – 5.00pm Monday to Friday) the relevant key(s) and 'one-time-use' security code will be provided to after hour's users. The key(s) and code must be signed for and collected from reception at the Centre on the last working day prior to the scheduled hire and returned on the next working day.

### Keys

The Hirer must ensure that -

- I. All keys are returned to the Centre Coordinator at the conclusion of the hire;
- II. Keys are handled only by the persons authorised to by the Centre Coordinator; and
- III. Lost or misplaced keys are immediately reported to Council and the Centre Coordinator.

The Hirer agrees to pay cost of replacing lost or misplaced keys including the cost of changing locks if necessary.

I acknowledge having received a copy of the Conditions of Hire of the Grattan Gardens Community Centre. I have read the Agreement and undertake, on this application being accepted, to comply in all respects to such conditions.

**PRINT NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**ORGANISATION:** \_\_\_\_\_

**CONTACT DETAILS: Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **1. Hire Fees**

### **Fees**

Fees will apply to all use of the Centre by non "core" users.

- A non-refundable deposit of \$20.00 is to be paid at the time of the booking application.
- The deposit amount will be deducted from the total fee.
- A bond of \$200.00 for the Activity Hall and or Community hall or \$100.00 for all other rooms will be required for all activities taking place at the Centre outside of the core business hours (9.00am-5.00pm). This bond will be refunded upon satisfactory acquittal of the user's usage of the facility.
- A key deposit of \$50.00 - refunded upon return of the key(s).
- GST does not apply to the bond but will be additional to the hire fee.
- There are two (2) fee schedules: A **Community Rate Schedule** and a **Commercial Rate Schedule**. The criteria below will assist in determination of which fee will apply.
- Cheques to be made payable to "**City of Stonnington**". Receipts will be issued by the City of Stonnington only upon request.

### **Criteria**

#### **Community Rate**

- Existing contracted "core" user groups.
- Stonnington based or other not-for-profit, community groups and organisations.

#### **Commercial rate**

- Private organisations, agencies & entities (all those that do not qualify for the Community Rate).

**Continued overleaf/**

**Fee Schedule:*****A Goods and Services Tax (GST) of 10% is payable on the following rates.***

For example the Community Rate for hire of the Community hall is \$25.00 per hour plus GST of \$2.50. Therefore the total community rate per hour inclusive of GST is \$27.50.

**1. Community Rate**

Community Hall	\$35.00 per hour + GST \$230.00 per day + GST (9.00am-5.00pm) \$180.00 per evening + GST (5.00pm-11.00pm)
Activity Hall	\$30.00 per hour + GST \$180.00 per day + GST (9.00am-5.00pm) \$130.00 per evening + GST (5.00pm-11.00pm)
Classroom/Meeting Room	\$25.00 per hour + GST or \$130.00 + GST (9.00am-5.00pm Sat or Sun) \$100.00 per evening + GST (5.00pm-11.00pm)
Studios	\$25.00 per hour + GST or \$130.00 + GST (9.00am-5.00pm Sat or Sun) \$100.00 per evening + GST (5.00pm-11.00pm)

**2. Commercial Rate**

Community Hall	\$140.00 per hour + GST \$430.00 per day + GST (9.00-5.00pm) \$330.00 per evening + GST (5.00pm-11.00pm)
Activity Hall	\$100.00 per hour + GST \$340.00 per day + GST (9.00am-5.00pm) \$250.00 per evening + GST (5.00pm-11.00pm)
Classroom/Meeting Room	\$60.00 per hour + GST \$330.00 per day + GST (9.00am-5.00pm) \$200.00 per evening + GST (5.00pm-11.00pm)
Studio	\$60.00 per hour + GST \$330.00 per day + GST (9.00am-5.00pm) \$200.00 per evening + GST (5.00pm-11.00pm)

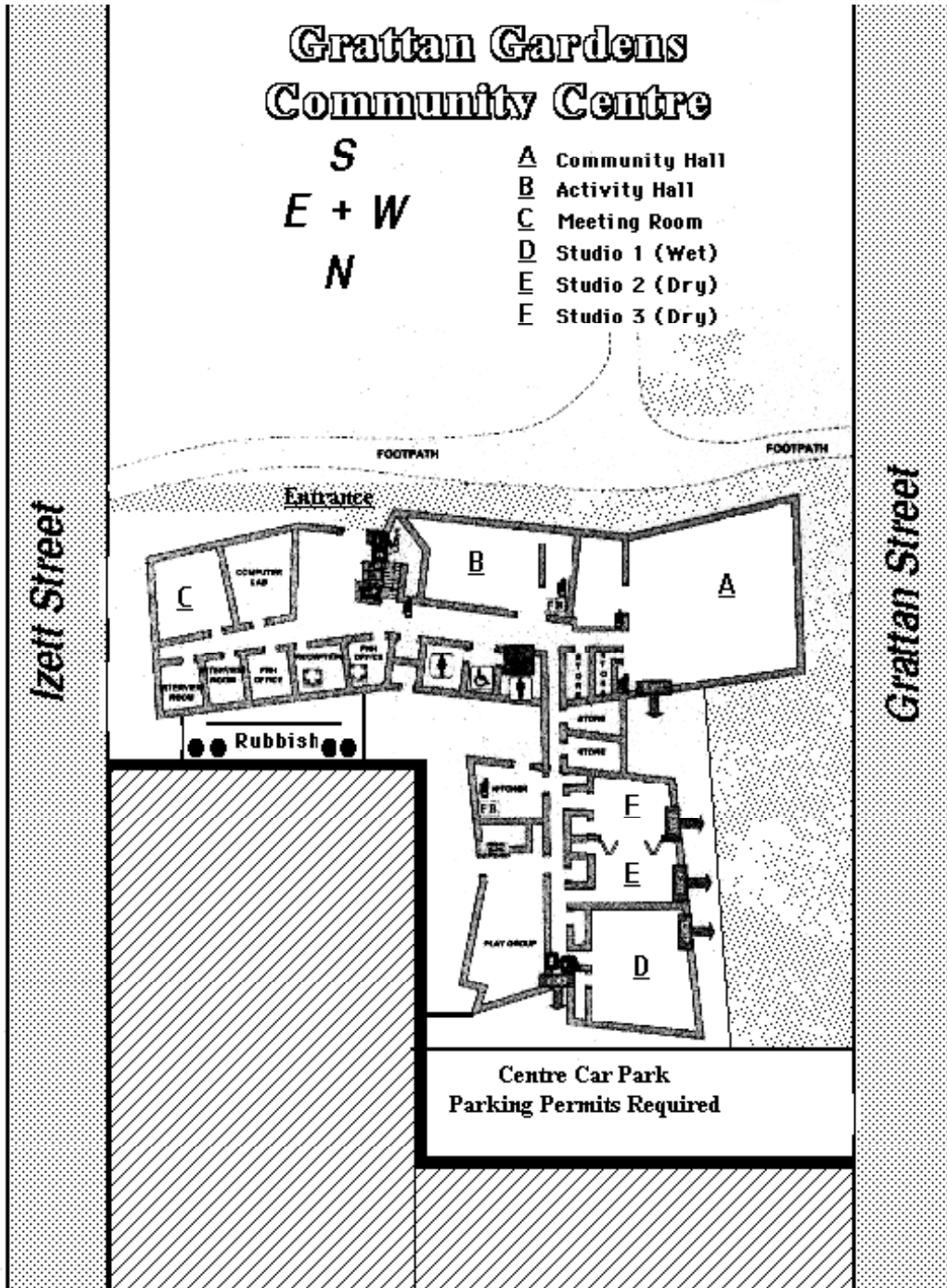
***\* Note that any hire fee which is less than 75% of the Commercial Rate is GST free.***



# Grattan Gardens Community Centre

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- A Community Hall
- B Activity Hall
- C Meeting Room
- D Studio 1 (Wet)
- E Studio 2 (Dry)
- E Studio 3 (Dry)





Monday, 20 July 2009

**Attention: All GGCC Users**

Re: Community / Activity Hall Users – New Cleaning Equipment Cupboard

In order to assist with keeping your community centre clean, please note that all the mops, buckets and brooms etc are now stored in the **unlocked** cupboard in the hall opposite the Prahran Neighbourhood House Kitchen. See photo below:



**This cleaning cupboard must be kept tidy!**

Please promptly report any equipment / supplies shortages to Centre Reception as soon as possible.

Thanks for helping us keep your Centre clean and tidy!

***Grattan Gardens Community Centre***

## **ALL FACILITY USERS**

### **CLEANING REQUIREMENTS**

- **All** groups / users must take their rubbish out to the bins at the rear (Izett st) of the building. (Use Front-door key for padlock.)
- Please ensure that all rubbish is placed inside the bins.
- Please keep the area around the bins tidy and clear.
- Do not leave the inside bins outside.
- **After each kitchen use** all groups / users must wipe over the ovens (internally and externally) and the stove top and make sure there are no food, grease or oil spills remaining.
- All kitchen benches must be wiped clean.
- After each use all groups must wipe over tables and chairs.
- After each use all groups must clean hall and kitchen floors ensuring that any mess is cleaned up .
- Fridges can only be used on the day that your group is meeting. At the end of your use, all items must be removed and the fridge must be emptied and ready for the next group.
- The facility must be left clean and ready for use by the next group/ user.
- Please switch off all lights after each use.
- If you are the last user / group meeting for the day, please ensure that the building and car park are securely locked when you finish.

**It is the responsibility of the President / Organiser of each club, group or organisation to inform all group members of the above points and to make sure that the Centre is left clean, tidy and ready for the next user.**

***Thank you for helping us look after your Centre!*** ☺