

## Archie Graham Community Centre Facility Hire

The Archie Graham Community Centre has a variety of rooms available to hire to both commercial and community groups. The rooms vary from small meeting rooms to a large recreation hall. The centre is centrally located within the Warrnambool Central Business District, within easy walking distance to all amenities.

### ***Room Styles***

Room	Style	Capacity
Community Programs 1	Lecture	50
	Table and chairs	30
Community Programs 2	Lecture	50
	Table and chairs	30
Dining Room	Lecture	150
	Table and chairs	100
Recreation Hall	(Raised Stage)	
	Lecture	150
Seniors Meeting Room	Table and chairs	120
	Lecture	60
Interview Room (AGC)	Table and chairs	40
	Desk	2 - 3

### ***Room Availability***

The Archie Graham Community Centre hours of operation:  
Monday to Friday 8.15am to 5.00pm

***\* Most rooms are available to hire 7 Days a week and for after hour use.***

### ***Room Hire Fees***

Hirer	Fee
Community Group (Not for Profit)	\$35.00 per hour
Community Group Regular (Not for Profit) <i>More than 10 bookings per year</i>	\$20.00 per hour
Commercial Hire Casual	\$55.00 per hour
Commercial Hire Regular <i>More than 10 bookings per year</i>	\$45.00 per hour

### ***Cancellation Policy***

If less than 48 hours' notice is given that room is not required or booking is to be cancelled a cancellation fee will be charged for 50% of the original room hire cost. (i.e. 2 hours for community group = \$40.00 so cancellation fee = \$20.00)

## Equipment

Equipment	
White Board	TV
Data Projector	DVD
Screen	Tea/Coffee Facilities
Overhead Projector	PA System (Dining Room and Recreation Hall)

## Catering

Catering can be organized from external businesses, reception staff can assist with providing information and contact numbers.

**Enquires can be made:**

**Archie Graham Community Centre Reception:  
118 – 130 Timor Street  
Warrnambool, Victoria, 3280**

**Phone: 03 5559 4920**

**Fax: 03 5559 4917**

**Email: [agccustserv@warrnambool.vic.gov.au](mailto:agccustserv@warrnambool.vic.gov.au)**

## Archie Graham Community Centre Conditions of Facility Hire

### 1. CENTRE RESPONSIBILITIES

- To allow access to the centre at agreed times.
- To ensure equipment, as requested, is available and in working order.
- To instruct hirer/s on location of equipment, lights switches, air-conditioner, automatic doors/security.
- To inspect the Centre facility on the next business day, following the period of hire and immediately notify hirer/s in the event of any damage to the area or breach of the Terms and Conditions.
- Instruct on emergency procedures

### 2. HIRER/S' RESPONSIBILITIES

- **To ensure After Hours key is collected from Reception during business hours.**
- To provide own refreshments (food and beverages) as required.
- To set up chairs, tables, equipment etc. prior to function; also clear away, to original location.
- To ensure that the facilities, including the floors, bench tops, tables, chairs, sink, etc, are left in a clean and tidy condition and all rubbish disposed of.
- To ensure lights, heaters, etc. are switched off and the premises securely locked.
- To ensure the After Hours key is returned to the Deposit Box outside the main entrance.
- To report immediately any incident / injury or near miss to any person\*(see Pg 5)
- To report immediately and make good any damage or breakage to the Centre's property.
- To comply, in every respect with Regulations under the Building Code with regards to public buildings, for the prevention of overcrowding, obstruction of passages, stairs, doorways and exits.
- No "Blu Tac", tape, pins etc. are to be used to attach decorations to any painted surfaces (walls, ceiling), fixtures and fittings (blinds, or other fixture/fittings).
- In accordance with Council policy NO SMOKING is allowed on Council Property.

### **LIQUOR**

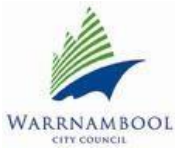
Hirers are requested to contact 'Liquor Licensing', 80 Collins Street, Melbourne  
Telephone: (03) 9655 6696 to determine if a licence is required.

### **COUNCIL ACCESS**

Designated Council Officers shall be entitled to access to the Centre during times that a facility may have been hired for a function (as may be necessary).

### **THEFT**

Council will not accept liability for any loss or damage sustained by the hirer/s or persons attending the function.



## Archie Graham Community Centre Hirers Checklist

Hirer: .....

Date: .....

### Prior arrangements:

- Facility/equipment requirements booked
- If a Registered Business or Incorporated Body, provide a copy of Public Liability Insurance Certificate of Currency for \$20 million and Professional Indemnity of \$5 million if applicable
- If Unincorporated or Non-Profit organization, certificate of currency is not required for up to 52 hirings per annum
- Pick up of after-hours key arranged
- Lighting/locking procedure explained (AGCC officer)

### After Hire:

- Chairs/tables/whiteboards/etc returned as required
- Lights, Air conditioner/fans/etc. turned off
- Electrical equipment returned (as applicable)
- TV/DVD
- Data Projector

### Other

- **All doors closed and locked**
- After Hours Key Returned

**PLACE THIS SECTION OF FORM IN KEY RETURN BOX WITH ANY COMMENTS.**

**Thank you**

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Signed.....

Representative/Organisation.....

## Archie Graham Community Centre Emergency Procedures

### Emergency Services Telephone Numbers

AGENCY NUMBER	
Ambulance	000
Fire	000
Police	000

#### When the Operator Answers:

- Indicate service required Police, Fire or Ambulance.
- Wait to be connected to the service call-taker.
- Answer all questions.
- Stay on line until requested to hang up.

\*In the event of incident/injury or near miss - report to Warrnambool City Council after hours: **5559 4800**

#### You will be asked the following:

- Our address: **118 Timor Street**
- Our phone number: **(03) 5559 4920**
- Our nearest intersection: **Timor and Banyan Street**
- Information about patients current medical condition (if applicable)

**Remember - do not hang up until told to by the operator!**

## **STANDARD ORDERS**

Standard orders covering most emergencies, e.g. fire, chemical, etc will be posted in all office areas. It will contain brief instructions, emergency contact numbers and evacuation points.

## **ASSEMBLY POINTS**

These areas are highlighted on floor plans for each area. Assembly points ensure wardens can take an initial count of personnel.

## **EMERGENCY CONTACTS**

Emergency contact numbers for internal (wardens, controller, management, security) and external emergency liaison officers (police, fire brigade, ambulance) are posted at each telephone.

## **FLOOR PLANS**

Floor plans will be posted in all areas indicating exits, assembly points, fire protection equipment, and any other relevant information e.g. HAZCHEM, emergency showers etc.

### **Emergency Contact Numbers:**

Warrnambool Base Hospital	5563 1666
Warrnambool Police	000 or 5560 1333
Warrnambool Fire Brigade	000 or 5562 3206 (enquiries only)
Poisons Information	13 11 26
Trauma Counselling	5559 5900
Security Service (Shoretac)	5561 4759
Powercor	132 412

**Please report any emergency directly to Staff during normal business hours, after hour emergencies should be report to Warrnambool City Council on **1300 003 280****

## Archie Graham Community Centre Booking Form

<b>Name of Hirer or Organisation:</b>			
<b>Contact Person:</b>			
<b>Contact Numbers:</b>	Business:	Mobile:	
<b>Mailing Address:</b>			
<b>Email:</b>			

### Details of Hire

Date and Time of Booking			
Start Date:		Finish Date:	
Start Time:		Finish Time:	
Ongoing Booking Y/N	Frequency / Dates:		
Anticipated Numbers:			
Purpose of Booking			
Brief description of event/function:			
Room and/or Rooms Required (Please Tick)			
Community Programs 1		Recreation Hall	
Community Programs 2		Senior Meeting Room	
Dining Room		Interview Room AGC	
Equipment Required (Please Tick)			
White Board		TV	
Data Projector		DVD Player	
Screen		Tea/Coffee Facilities	
Key Collection ( for after hours and/or weekend hire)			
Name of person collecting keys		Phone	
Date and Time Collecting <i>(must be collected during business hours)</i>			
Certificate of Currency			
Public Liability / Indemnity Insurance:	Yes	No	Copy Supplied
If a Registered Business or Incorporated Body, provide a copy of Public Liability <u>Insurance</u> Certificate of Currency for \$10 million and Professional Indemnity of \$5 million <u>if applicable</u> . If Unincorporated or Non-Profit organisation, Certificate of Currency is not required for up to 52 hiring's per annum.			
Customer Declaration			
I/we have received a copy of the "Terms and Conditions of Hire" and agree to comply with all Conditions.			
Signature:		Date:	
Archie Graham Office Use Only			
Price Quoted Per Hour	\$		
Entered into Booking System	Yes	No	
NAR Form Completed	Yes	No	

