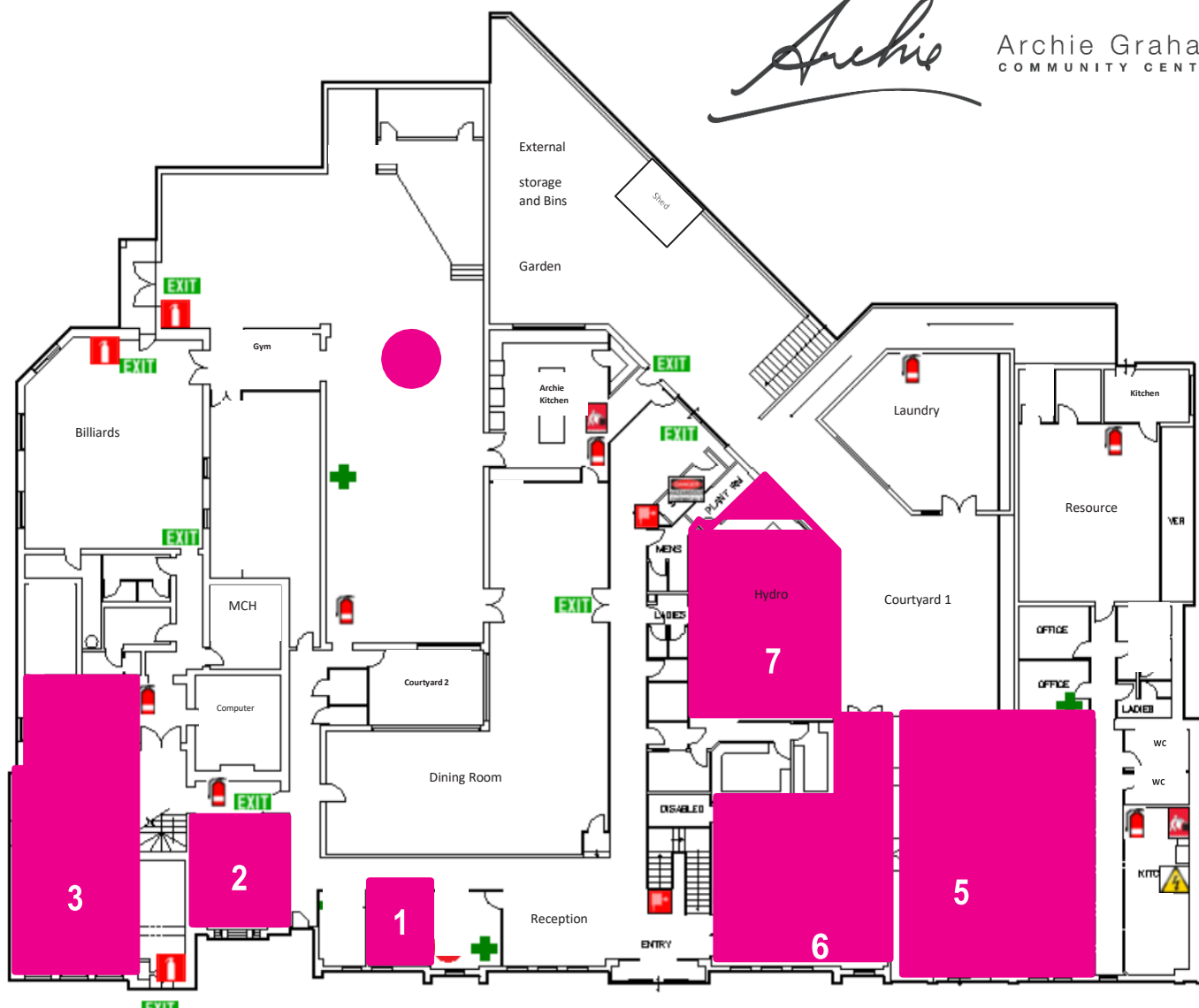


Archie Graham Community Centre

Terms and Conditions of Room Hire



Archie Graham
COMMUNITY CENTRE



ROOM NUMBER	ROOMNAME	SEATS	TABLES	ROOM DIMENSIONS	FACILITIES
1	Small Interview Room:	2-4	1	Area = 9.8m ²	Desk, phone, computer, seating, white board, pin board, AC
2	Medium Sized Office	6	2	Area = 19.2m ²	Desk, phone, computer, seating, AC, kitchenette (tea/coffee making facilities)
3	Seniors Meeting Room	30	13	Area = 89.9m ²	Seating and tabling, kitchenette, white boards, pin board, heating and AC, television.
4	Recreation Hall	80-150 Dependent on configuration)	N/A	Area = 189.6m ²	Stage, exercise equipment, inflatable balls, seating
5	Community Programs 1	35	5	Area = 91.2m ²	Kitchenette, seating and tabling, toilets, access to courtyard area, sound system
6	Community Programs 2	30	7	Area = 78.6m ²	Kitchenette (tea/coffee making facilities), seating and tabling, meeting equipment (wireless mic, keyboard and mouse), television and sound system, piano, access to courtyard area
7	Hydrotherapy Pool	10 people capacity		Room area = 60m ² Pool = 4m x 8m	Temp 34 degrees, Disability hoist, accessible showers and toilet



Archie Graham Community Centre

Room Booking Form

Name of Hirer or Organisation:			
Contact Person:			
Contact Numbers:	Mobile:	Phone (Landline):	
Postal Address:			
Email:			

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 - with kitchen		Recreation Hall	
Community Programs 2 with kitchenette		Senior Meeting Room with kitchenette	
Medium Sized Office		Small Interview Room	

Smart TV - CP1 & CP2		DVD Player	
White Board		Tea/Coffee facilities	
Data Projector		Kitchen facilities required	
Screen			

Room Use, Sanitising, Security and Emergency Procedures (Tick)				
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Room Orientation with Council Staff completed	Yes		No	
Cleaning responsibilities demonstration provided	Yes		No	
Centre Induction completed– <i>applicable only when hiring after-hours.</i>	Yes		No	

Key Collection (for after-hours / weekend hire)				
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Name of person collecting keys		Mobile:	
Date and Time Collecting (<i>must be collected during business hours</i>)			

Certificate of Currency			
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Public Liability / Indemnity Insurance:	Yes	No	Copy Supplied
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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 organisation, Certificate of Currency is not required for up to 52 hiring's per annum.

Customer Declaration	
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I/we have received a copy of the "Terms and Conditions of Hire" and agree to comply with them.

Signature:	Print Name:	Date:
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Archie Graham Community Centre Office Use Only	
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Price Quoted Per Hour	\$	
Entered into Booking System	Yes	No
NAR Form Completed	Yes	No

Room Hire Fees – 2024/2025

All rooms except the Seniors Meeting Room are available for after hour hire.

Room	Set Up Style	Capacity	Rates (inclusive of GST)
Small Interview Room	Office Style / Interview Room	2-3	Hourly: \$17.40 Half Day \$58.40 Full Day \$104.60
Medium Interview Room	Office Style / Interview Room	4-6	Hourly: \$23.10 Half Day \$81.50 Full Day \$138.40
Seniors Meeting Room	Lecture Workshop: Tables and chairs	30 20	Hourly: \$28.70 Half Day) \$98.40 Full Day \$184.50
Recreation Hall	Lecture Workshop: Tables and chairs	150 80	Hourly: \$46.10 Half Day \$151.70 Full Day \$276.80
Community Programs 1	Lecture Workshop: Tables and chairs	35 25	Hourly: \$40.50 Half Day \$138.40 Full Day \$232.70
Community Programs 2	Lecture Workshop: Tables and chairs	30 20	Hourly: \$34.90 Half Day \$115.80 Full Day \$209.10

Not for Profit (NFP) Organisations will receive a flat 50% discount on full rates outlined above. NFP eligibility status must be confirmed by providing documentation outlining registration with a regulatory body

Volunteer groups can access Archie venues at no charge, subject to room availability and proof of volunteer status

Please note Organisations may apply for financial assistance for room hire fee through the Community Support Fund <https://www.warrnambool.vic.gov.au/community-development-fund>

Alternatively organisations may negotiate in-kind donation of room hire through a Warrnambool City Council partnership arrangement

Council will generate an invoice for payment within 14 days of issue.

- Room Hire fee structure is reviewed at the end of the financial year. Regular room hirers will be notified in writing of these changes.

Cancellation Policy

If less than 48 hours' notice is given that the room is not required or booking is to be cancelled, a cancellation fee will be charged for 50% of the original room hire cost.

(EG: 2 hour Community Group Regular booking = \$68.00 so cancellation fee = \$34.00)

Catering

Coffee and tea facilities are available for use. Hirers are welcome to organise delivery of your own catering from external businesses.

The Archie Graham Community Centre (*Archie*) has a variety of rooms available for hire to both commercial and community groups. The rooms vary in size from a small interview room, meeting rooms suitable for lectures and workshops including some with kitchenettes and also a large recreation hall.

Location & Parking

Archie is centrally located within the Warrnambool Central Business District, within easy walking distance to amenities. Limited accessible permit parking is available at the rear of Archie and on street in front of Archie. Paid parking is also available in adjacent car parks, in Banyan Street and along Timor Street.

Enquires can be made:

Archie's office hours of operation are: Monday to Friday 9am - 5pm.

Archie Graham Community Centre Reception: 118-130 Timor St Warrnambool, Vic 3280

Phone: 03 5559 4920 or e-mail agccustserv@warrnambool.vic.gov.au

Terms and Conditions of Room Hire

Centre Responsibilities - for all bookings

- Provide potential hirers with room hire information and booking confirmation.
- Provide room hirers with orientation to the room including safe set-up of furniture, use of audio-visual equipment, location of utilities including light switches, heating and air-conditioning as well as kitchenette facilities and a demonstration of sanitising procedures.

Hirer Responsibilities - for all bookings

- Meet with Archie staff and arrange for room orientation.
- Return furniture to where you found it. It helps to take a photo of the room on arrival.
- Ensure that tables, chairs, floors, bench tops and sink are left clean and tidy.
- Dispose of all rubbish and recycle materials into the bins provided.
- Ensure lights, heaters, air-conditioning etc. are switched off on departure.
- No *BluTac*, tape, pins etc. are to be used to attach decorations to any painted surfaces (walls, ceiling), fixtures and fittings (blinds, or other fixture/fittings).
- Immediately report any onsite incident / injury or near miss of any participants *(see Page 4)
- Immediately report and make good any damage or breakage to property at Archie.
- In accordance with Council policy - NO SMOKING on Council Property.
- To comply with building code regulations for public buildings, with regards to the prevention of overcrowding, obstruction of passages, stairs, doorways and exits.

Centre Responsibilities – additional information for after-hours bookings

- Arrange for regular after hours room hirers to attend an induction to the centre prior to first hire session. Induction includes demonstration of procedures for swipe and key access, security and what to do in an emergency.
- In the event of a casual after hours room hire booking enquiry, onsite staffing requirements for security and emergency purposes will be determined. Any onsite staffing costs will be additional to the Room Hire fee and negotiated with hirer prior to confirmation of booking.
- To inspect the facility on the next business day following the period of hire and immediately notify hirer/s of any damage or breach of the Terms and Conditions. The cost of repairs will be charged to the hirer.

Hirer Responsibilities – additional information for after-hours bookings

- To ensure the key / swipe card access for after hour access is collected from Reception between 9am and 5pm.
- Regular after hours room hirers are to attend induction to the Centre. Please contact Council Staff to arrange a date.
- Induction to the Centre informs hirers of access, security and emergency procedures. External doors are not to be left open and unattended at any time.
- To ensure rubbish and recycle materials that are smelly or unhygienic are taken offsite.

LIQUOR: Hirers are advised to contact 'Liquor Licensing' Victoria on 03 9655 6696 to determine licence requirements for supplying alcohol at events.

COUNCIL ACCESS: Designated Council Officers shall be entitled to access to the Centre during times that a room may have been hired if deemed necessary.

VENUE SMOKE ALARMS:

1. **Prohibited Activities:**
The Hirer must not use lit candles, incense, naked flames, pyrotechnics, or any similar items or activities that could reasonably be expected to trigger the Venue's fire alarm system.
2. **Use of Kitchenette or Café:**
When using cooking appliances in the Kitchenette or Café, the Hirer must take all reasonable

steps to minimize smoke production. This includes avoiding the use of cooking methods or products that are likely to produce excessive smoke that may trigger the Venue's fire alarm system.

3. **Liability for Triggering Fire Alarms:**

If the fire alarm system is triggered due to the Hirer's unreasonable or negligent use of the Venue, the Hirer will be responsible for the costs associated with the Warrnambool Fire Brigade attending the premises.

The Hirer is liable for:

1. The cost of any attendance by any emergency services at the Venue in relation to any incident or alarm arising out of or connected to the use of an item prohibited by this condition; and
2. Any damage to any part of the Venue or surrounding property that is caused directly or indirectly by the use of any item prohibited by this condition.

THEFT: Council will not accept liability for any loss or damage sustained by the hirer/s or guests.

ROOM HIRE REVIEW PROCESS: A review of room hire arrangements will be conducted after 3 months with each new venue hirer to ensure all parties are satisfied with room hire arrangements. This will provide a forum for any concerns and issues to be addressed in relation to terms and conditions of the room hire arrangements. Terms and Conditions of Room Hire

1. **DEFINITIONS:**

Council	The Warrnambool City Council.
Facility	Any whole or part of the Archie Graham Community Centre located at 118 Timor Street Warrnambool, VIC 3280
Fee	The fee or charge made by Council from time to time for the use of a Council property.
Hirer	The club, school, institution, society, team or other body or individual to whom permission to use the Facility set out in the agreement has been granted by the Council.
Responsible officer	The Council Officer delegated with responsibility for the hire process.

Council does not warrant that the Facility are fit for the purpose for which they are being hired and that it will be the responsibility of the Hirer to ensure they are fit for purpose.

2. **CONDITIONS:**

The Hirer agrees to hire from the Council the Facility on the date and times specified and on the conditions set out in this Agreement.

3. **THE HIRER:**

- a) must book a Facility by submitting the relevant application form **at least 7 days prior** to the date of the commencement of the requested usage;
- b) if requested by Council, must undertake a risk assessment and prepare a risk management plan for the activities under this Agreement. The Hirer must provide a copy of the risk assessment and plan to the Council. The Council will not be responsible for reviewing or implementing the risk assessment and plan;
- c) must comply with all Council policies and procedures including any conditions of use and any laws and regulations for the care, protection and management of the Facility;
- d) must advise Council of the type of activity to be conducted, expected participant numbers and any other special conditions applying;
- e) must only use the Facility for the purpose for which it was hired and must not use the Facility or allow the Facility to be used for any inappropriate activities or any illegal purpose;
- f) must not attach anything to the Facility which will mark or damage the Facility, and not cause or permit any damage to the Facility. Any damage which has occurred during the period of the hire which has not been repaired to the Council's satisfaction by the Hirer will be repaired by the Council and the full costs incurred charged to the Hirer;
- g) is responsible for ensuring that the Facility hired, and all other areas occupied by the Hirer are left neat and tidy

immediately following use of the Facility. Should these Facilities not be left to Council's satisfaction, the Hirer will be charged the full costs of any cleaning required;

- h) in the case of damage or loss, the Centre Operator must be informed as immediately as possible following the event;
- i) must not mark the Facility ground surface or any other surface, without the prior approval of Council;
- j) must ensure that all people coming within the Facility during the term of the hire conduct themselves in an orderly manner and comply with the conditions of hire; and
- k) must provide a proper supervision to ensure the safety of people within the Facility, as well as the preservation of order during the hire period.

4. THE COUNCIL:

- a) may decide whether the activity will take place in the event of unfavourable weather;
- b) may enter the Facility at any time during the hire period for any purpose;
- c) may terminate this Agreement at any time by notice in writing to the Hirer;
- d) may impose any additional conditions for the use of the Facility or conduct;
- e) may hire any part of the Facility not affected by this Agreement to other users; and
- f) may recover any costs incurred from the Hirer as a result of the activity.

5. INSURANCE:

- a) Unless specifically advised by Warrnambool City Council, the Hirer must effect and hold public liability insurance for a minimum amount of \$20 million per occurrence, indemnifying the Hirer and Warrnambool City Council for any legal liability with respect to personal injury or property damage arising directly or indirectly from the use of the Facility by the Hirer and/or the attendee.
- b) The Hirer must also effect and hold any workers' compensation insurance required by law for any person employed or engaged or to be employed or engaged by the Hirer during the hire period or use of the Facility under this Agreement.
- c) On request, the Hirer provide to Warrnambool City Council evidence satisfactory to Warrnambool City Council that the insurances required by this Agreement are held and current.
- d) If the Hirer does not give Warrnambool City Council evidence satisfactory to Warrnambool City Council that it holds the insurances within the relevant time period, Warrnambool City Council may, but is not obliged to, arrange insurances at the Hirer's expense.

6. LIABILITY:

- a) The Hirer uses the Facility at its own risk.
- b) The Hirer agrees to release and indemnify and to keep indemnified Warrnambool City Council including its employees, servants and agents from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them arising directly or indirectly in respect of any of the Hirer's use or misuse of the Facility, any act, omission, conduct or occurrence for which the Hirer is responsible under this Agreement and any loss of property or personal injury suffered by the Hirer or those using the Facility.

7. GENERAL

- a) Applications for hiring of Council properties will not be considered where any hire fees or charges remains unpaid from a previous hiring or the conditions of occupancy have not been adhered to.
- b) It is the responsibility of the Hirer to ensure that bookings are confirmed.
- c) Storage space is not provided for any equipment, and equipment must be removed after each time of use.
- d) No food or drink is to be supplied or sold to the public by the Hirer.
- e) Other than for inclement weather, seven days notice shall be given to the responsible officer in the case of cancellation. Cancellations may be negotiated with the Council.

Archie Graham Community Centre Emergency Procedures

Emergency Services Telephone Numbers	
Ambulance	000
Fire	000
Police	000 NB: Calls to police for non-life threatening issues: 131 444

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.

You will be asked the following:

- The name of the building: **Archie Graham Community Centre**
- Our address: **118 Timor Street**
- Our phone number: **(03) 5559 4920**
- Our nearest intersection: **Timor and Banyan Street**
- Information about patient's current medical condition (if applicable)

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

Emergency Contact Numbers:

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

During Archie opening hours, please report any emergency directly to *Archie* Reception Staff.
Outside of business hours, contact the relevant emergency departments listed above.

For incident/injury or near miss after hours - call Warrnambool City Council on **1300 003 280 or Archie Graham Reception the next business day on 55594920. Warrnambool City Council Staff will assist you with completing incident reporting protocols.**

Emergency Procedures

Standard orders covering most emergencies, e.g. fire, chemical, etc are posted in all rooms. 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.

Floor Plans

WARRNAMBOOL
CITY COUNCIL

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.

Hirers are advised to bring these Terms and Conditions with them when hiring rooms at *Archie*.

Archie Graham Community Centre Room Hirers Checklist

Hirer:

Date:

Prior Arrangements – self-check list	Tick
• Room and equipment requirements are booked	
• Hirers with bookings in business hours are to arrange to meet with Council staff for <u>room orientation</u>	
• Hirers with after-hour's bookings are to arrange to meet with Council staff for an <u>Induction to the Centre</u> OR agree to pay for Council staff to be onsite during booking period.	
• If the hirer is a registered business or incorporated body, a copy of the hirer's certificate of currency for public liability insurance to the value of \$20 million and professional indemnity of \$5 million, must be provided.	
• If the hirer is unincorporated or is a non-profit organisation, a certificate of currency is not required for up to 52 hiring's per annum.	
• Arrange for pick-up of key / swipe card access for after-hours room hire and confirm procedure for returning the key	
After Hire – return this page after room hire with your key	
• Return chairs/tables/whiteboards/etc to where they were on your arrival	
• Lights, air conditioning, heaters and fans are turned off and remote control returned	
• Electrical and audio-visual equipment incl: smart TV, data projector and DVD turned off and cords and remote controls returned.	
• The kitchen must be left clean and tidy as per the original condition the kitchen was presented at the start of the hire session	
• All doors and windows are closed and locked	
• Keys returned to the 'lock box' to the left of the front doors of the Centre.	

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

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By signing the below, I confirm that I am the Hirer, or have authority of the Hirer, to enter into this Agreement. I confirm I have received and read the terms of this Agreement and agree to comply with them in full. I further agree to be responsible for ensuring all individuals or groups using the premises in association with the application will comply with the conditions.

Signed..... Date:

Name.....

Representative/Organisation.....