

CONDITIONS FOR VENUE HIRE

1. Application for use of the premises should be made on the appropriate application form. The applicant will sign the form and agree to comply with the conditions of hire.
2. Brunswick Neighbourhood House has the right to deny or cancel booking arrangements or not to accept groups or individuals whose activities may be in breach of State or Federal laws, or involve any behaviour that is likely to contravene Local Government Regulations or to generally cause offence to the public.
3. Venue hire is available between the hours of 8.00am and 11.00pm.
4. Venue hire is on the condition that:
 - a. the venue is not accessed outside the hours which have been booked
 - b. the venue is not used for the purpose of a teenage or 21st birthday party.
 - c. when decorating the venue –
 - (i) no pins or nails to be used on the white plaster wall in the main hall (blutack permitted)
 - (ii) no pins, nails **OR** blutack to be used on mudbrick walls
 - (iii) drawing pins or push pins may be used on wooden poles and beams
 - d. curtains are operated correctly using drawstrings and not pulled by hand to open or close
 - e. outdoor furniture is permitted to be moved but must be lifted and not dragged on the matting, and is be returned to original position at end of hire
 - f. no excessive noise or amplified sound is made that is likely to cause complaint
 - g. no alcohol is sold or consumed without written House approval
 - h. no smoking is permitted on the premises, including courtyard, or within 5 metres of the building
 - i. the venue is left clean & tidy, floors swept and mopped, bins are emptied and rubbish must be taken with you
 - j. any windows, doors or gates which were opened by the Hirer are closed/locked before departure
 - k. the hirer commits to –
 - (i) reducing, reusing and recycling all waste as much as possible
 - (ii) following all waste related signage in the building
 - l. all doors are to be locked, lights, heaters and air conditioners turned off, and security alarm activated on leaving

5. Regulations regarding Single-use Plastics

From 1st February 2023 the State Government banned use of the following single-use plastic items in Victoria:

- a. single-use plastic straws, stirrers, cutlery and plates
- b. polystyrene foodware & cups

The above single-use items must NOT be used during venue hires from the above date.

6. House hire fees and deposit must be paid prior to the use of the Venue.
7. House hire fees and deposit of \$200.00 will apply as:
 - a. A guarantee of the fulfillment of the conditions of hire.
 - b. A security against damage to the buildings and the disappearance or damage to the equipment or any fittings or furniture contained in the building.
 - c. A security against any cleaning required as a result of the hirer.
 - d. A security to cover any costs associated with the incorrect operation of the alarm system.
 - e. A security to cover costs associated with the loss of the key.
8. The Staff will determine if damage to the building, equipment, fittings or furniture has occurred and the cost of the required cleaning, repair or replacement. The Hirer will be liable on demand to pay any further amount in excess of the deposit to meet these costs.
9. The key must be picked up on the Thursday – between 9am and 3pm - prior to the booking taking place and be returned the following working day.

BRUNSWICK NEIGHBOURHOOD HOUSE

APPLICATION FOR VENUE HIRE

*Brunswick
Neighbourhood
House*

DETAILS OF HIRER

NAME: _____
ADDRESS: _____
TELEPHONE: _____ EMAIL: _____

ORGANISATIONS/GROUPS ONLY

NAME OF ORG/GROUP: _____ IS YOUR GROUP NOT FOR PROFIT? NO YES
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ EMAIL: _____

DETAILS OF USE

DATE OF HIRE: _____
TIMES REQUIRED: FROM _____ am / pm TO _____ am / pm
WHICH VENUE DO YOU WISH TO USE: 43A DeCarle Street 18 Garden Street
WHAT ROOM/SPACE DO YOU WISH TO USE: _____
PURPOSE OF USE: _____
HOW MANY PEOPLE WILL BE ATTENDING? _____

RESPONSIBILITY AND RISK DISCLAIMER

The Hirer acknowledges and agrees in respect of each hire that:
a. Brunswick Neighbourhood House public liability insurance will NOT cover the Hirer; and
b. None of the Brunswick Neighbourhood House Persons are liable for any loss, damage, death or injury of the Hirer or any other person that occurs during the Hire Period, where due to the negligence of the Hirer or any other person that occurs during the Hire Period.

DECLARATION

I accept the outlined conditions concerning the hire of the venue and take full responsibility in ensuring the safe and proper use of the facilities of BRUNSWICK NEIGHBOURHOOD HOUSE

NAME: _____

SIGNATURE (to be signed on key collection): _____ DATE _____

OFFICE USE ONLY

HIRE FEE / INSURANCE: \$ _____ DATE KEY RETURNED: _____
DATE PAID: _____ CASH / EFT / DD rec # _____ DEPOSIT RETURNED: CASH / EFT rec # _____
\$200 DEPOSIT PAID & KEY COLLECTED - KEY # _____ SIGNATURE OF HIRER: _____
DATE: _____ CASH / EFT / DD rec # _____ STAFF SIGNATURE: _____
SIGNATURE OF HIRER _____
STAFF SIGNATURE _____