

## ANGLISS NEIGHBOURHOOD HOUSE CONDITIONS OF VENUE HIRE



### **Inspection of spaces is by appointment only**

To make an appointment, please phone the Angliss Neighbourhood House on 9687 9908

### **APPLICATION FOR HIRE**

An application for hire of the House must be completed, signed and forwarded to the House prior to the date of the booking along with a signed copy of the Venue Hire - Application for Hire form, The Hirer agrees to comply with the Conditions of Hire. Please note that you will be agreeing to the Conditions of Hire for all members of your group, and we would suggest that you make all members aware of the Conditions.

### **BOOKINGS**

Advance bookings are required to ensure that the House is available. Bookings should be made as early as possible. Bookings will only be confirmed on receipt of payment all invoices must be paid within 30 days. Full payment will be charged if cancellations for bookings are received less than 7 days prior to booking(s).

### **ADHERANCE TO HIRE TIMES**

The Hirer is to adhere to the start and finish times for hire as booked. Hire times must include setting up and packing/cleaning up .If the function finishes late, the Hirer will be obliged to pay an additional fee for time used in excess of the hire times. Spaces hired and common areas used must be packed up and left in a clean and tidy condition or the Hirer will then be liable for any additional time worked by Staff/ Cleaners at applicable rates. All amplified noise must be switched off at 10.00pm Sundays – Thursdays (including Public Holidays), and at 12.00pm Fridays and Saturdays.

### **LIMIT OF HIRING**

The Hirer shall only be entitled to the use of the particular part/s of the building hired. Management reserves the right to let any other portion of the building at the same time. Under no circumstances, except by invitation, are members of a group permitted to disturb other groups/individuals using the House. No group has the right to monopolise the small kitchens and lounge areas.

### **SECURITY**

It is the hirer's responsibility to ensure all doors and windows are locked and heating and cooling and equipment is turned off. The building must be secured and alarmed when leaving. Keys must be returned to the office the next day or if on a weekend on the Monday following the function.

### **DAMAGE TO PROPERTY**

The fittings and fixtures of the house must not be broken, pierced by nails or screws or in any other way damaged. The Hirer will be liable for any costs incurred by the House in repairing, making good any damage and any non-routine cleaning of the House, its fixtures, fittings and any equipment contained therein. The Hirer must replace any House property, which is deemed by Management to be damaged beyond reasonable repair or be liable for all costs and losses incurred by the House (including the costs of repairing such damage). No notice, sign, advertisement, fittings or decorations of any kind may be erected without the prior consent of Management.

### **FREE ACCESS**

Angliss Neighbourhood House Staff and other authorised officials, shall at all times, be entitled to free access to any and every part of the building.

### **GOOD ORDER**

The Hirer is responsible for the full observance of public decency whilst at the House. The Hirer should not allow any activity or lewd behaviour, which could offend standards of public decency. No spitting, obscene or insulting language or disorderly behaviour, shall be permitted in any part of the House and Management reserves the right to refuse admission to any person/s or to remove from the House, any person/s doing such

things as are prohibited by this clause. The Hirer must observe any directions or instructions given by authorised House staff or representatives.

### **SUPERVISION OF GROUPS**

A responsible adult must supervise children at all times. A responsible adult must be in attendance if appliances are to be used by your group in the Kitchen.

### **FUNCTIONS / PARTIES USING ANGLISS NEIGHBOURHOOD HOUSE**

Functions / parties using the Centre or Neighbourhood House will require Payment of a security bond for the venue key, returnable upon acknowledgment of the hirer's adherence to all Conditions of Hire outlined in this document. This bond must be cash only.

### **CLEANING**

The Hirer shall leave the house in a clean & tidy condition and shall immediately remove all rubbish, refuse and waste matter to the bins provided. Additional cleaning charges may also be incurred by the Hirer should this be deemed appropriate by the Management. Floors that have been soiled must be swept and mopped as necessary at the conclusion of sessions. Cleaning equipment is available for you to use. Cleaning responsibilities apply to spaces hired and common areas used. Helium balloons must be firmly secured and removed at the conclusion of each function.

### **PROTECTION OF FLOORS**

Management request Hirers take care and not drag chairs and tables across the wooden floors. Hirers found in breach will be liable for re-surfacing costs. Management may issue directions for the protection of floors, which Hirers are expected to comply with. Upon request, Hirers or Caterers may, at the discretion of Management, bring into the Centre ice or like material, provided it is enclosed in leak proof containers.

### **FURNITURE**

Hirers are required to set-up and stack away furniture as needed and where directed. Chairs are not to be stacked more than 8 high. If furniture is not stacked how and where directed, then the Hirer will be liable to a standard rate for additional time worked by Staff to re-stack furniture or return furniture to its rightful place.

### **LIQUOR**

If the Hirer intends to sell any liquor in the House, the Hirer must obtain the appropriate permit from the Liquor Licensing Commission. A copy of this permit must be produced if requested by a member of staff. The Hirer at the cease of the function must remove all bottles and cans, where alcohol is served.

### **CATERING**

The Hirer will be responsible for ensuring that the kitchen is left in a clean and tidy condition, that all equipment, fixtures and utensils are left clean and in good order. If this is not complied with to the satisfaction of Management, the Hirer is responsible for all costs incurred by the Community House.

### **OPEN FLAME LAMPS, FIREWORKS & PYROTECHNIC DEVICES**

No open flame (including candles), kerosene or spirit type lamps shall be used in any part of the House. Centre Management will be the sole arbiter regarding this matter. No fireworks, pyrotechnic devices or any like material is permitted in the House under any circumstances.

### **ANIMALS**

No animals shall be allowed in the House without the written consent of Management, who may impose such conditions as they see fit. This Condition does not apply to guide dogs under the control of visually impaired persons.

### **SMOKING**

Smoking is prohibited within the Angliss Neighbourhood House building.

**THEFT**

Neither the House, Management, its Staff shall be liable for any loss or damage sustained by the Hirer. Nor, is ANH staff personnel liable for the loss, damage or theft of articles entrusted to the Hirer whilst at the House. The Hirer hereby indemnifies the house personnel against any claim by any such person, firm or corporation in respect of such article/s.

**DISPUTES**

In the event of any dispute or differences arising as to the interpretation of these conditions or of any matter or thing contained therein, the decision of Management shall thereon be final and conclusive.