
Balgownie Village Community Centre

Conditions of Use

& GENERAL INFORMATION



Welcome to Balgownie Village Community Centre which is managed by a volunteer committee. The centre provides rooms for use to the general community for activities and meetings.



As staff have limited hours at the Centre, the management committee entrusts to the hirers the care and safety of the building and persons using it. To assist hirers with this and to ensure everyone enjoys the use of this Centre, the management committee has established conditions of use as outlined in this document.

ABOUT THE CENTRE

Balgownie Village Community Centre is located at 113 Balgownie Road, Balgownie (opposite the Collegians Club and just east of the Fire Station) and is accessible by both public and private transport. There is no off street parking available. The centre has a large hall, a smaller hall and meeting/activity rooms for hire.

The facility is available for activities, fitness classes, meetings as well as individual get together functions (excluding functions such as 21st birthdays and anniversaries).

MAIN HALL

SEATING CAPACITY:

- 120 theatre style
 - 100 table seating
- Length 17.5 metres
Width 7.5 metres
Access to stage

In the Hall Kitchen:

- Refrigerator
- Stove
- Mini Boil
- Microwave

➤ **TABLE SIZE:** 1800mm x 750mm; seats 6/8 persons

➤ **NOT AVAILABLE:** Telephone, First Aid Kit

ANNEXE ROOM

SEATING CAPACITY

- 50 theatre style
 - 48 table seating
- Length 14.5 metres
Width 4.2 metres

Access to Hall Kitchen.

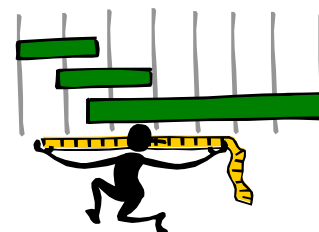
CWA HALL

SEATING CAPACITY:

- 50 theatre style
 - 80 table seating
- Length 9.2 metres
Width 7.5 metres

In the Kitchen

- Refrigerator
- Stove
- Miniboil
- Microwave



The Centre office is open on Mondays, Tuesdays & Thursdays 8.30am – 2.30pm to answer any of your questions and to assist you in your booking. Messages left on the answering machine will be answered during these times.

Centre Phone: 42853225

Email: bvcc1@optusnet.com.au

DEFINITIONS

Throughout these Conditions, the terms:

‘**Council**’ means Wollongong City Council, including the General Manager and other authorised Council Officers.

‘**Management Committee**’ means the volunteer group who manage the centre.

‘**Centre**’ means the facility located in Balgownie Road called Balgownie Village Community Centre.

‘**Centre Grounds**’ means the external land upon which the Centre is located within the boundaries and fencing.

‘**Hall/Rooms**’ means the hall/rooms at the Centre made available for community use.

BOOKINGS & FEES

1 APPLICATIONS

Applications for hire are to be made on the form provided and must be signed by a person aged 18 years or over.

The hirer must remain in attendance and is responsible for centre security, safety of guests and supervising all activities during the hire period.



2 REGULAR BOOKINGS

Regular hire periods may be made. Fees must be paid 4 weeks in advance. Any non-usage of your booked period must be notified to the centre office at least 2 weeks prior to that date. A key deposit is required.

3 CASUAL HIRERS

A deposit of 50% of the hire fee is required to confirm the booking. The balance of the fee must be paid at least 48 hours prior to the date of hire.

A security bond is required for all bookings. The bond will be refunded within three weeks from the date of hire provided the hirer has fully complied with all Conditions of Use.

4 HIRE FEES

Hall/Rooms will be available for hire at the fee levels stated in the centre's current Fees and Charges schedule that is reviewed and adopted in July each year. Bookings made prior to any increase in fees will incur these increases.

The hire period includes set up, dismantling, and clean up period.

5 ADDITIONAL COSTS

The hirer will be responsible for any cost that may be incurred as a consequence of using the Centre.

Additional costs will include but are not limited to:

- Cleaning fees (approx \$40 per hour),
- Replacement of keys (approx \$15 per key, \$150 - \$230 per lock cylinder),
- Unauthorised use of fire equipment (cost of replacement or repair).

- Securing the building (approx \$60 per call out), loss of property from the Centre (cost of replacement).
- Damage to the Centre, equipment and/or grounds (cost of repairs or replacement),
- Administration charge (approx \$40 per hour).
- Emergency Services call out fee (\$1250 as set by Fire Brigade)

Additional costs will be deducted from the security bond (for casual hirers) or charged (regular hirers). If the total costs exceed the amount of the bond, an account for the outstanding costs will be sent to the casual hirer.

Further additional costs may be charged for functions identified as 'high risk activities', as per the Centre operational policy, payable prior to the hire period and including, but not limited to:

- Double bond payment.
- Hire of licensed security guards.

A Call Out fee may apply in certain circumstances if the security company has attended the centre in response to the hirer's request.

6 HOURS OF USE

Hire period to finish at 10.00 PM unless prior approval is received from The Management Committee. You do not have access to the centre outside your specified period.

7 CANCELLATION

If the hirer cancels a booking, the deposit will only be refunded if the area booked is re-hired or at least one months notice is given. Any payment in excess of the deposit will be refunded.

The Management Committee reserves the right to cancel any booking which falls on a government election day, or at any other time when the Centre is required for legal, statutory or civic requirements by Council. If this happens, the Management Committee will refund all payments, but will not be liable for any loss incurred by the hirer.

SAFETY & SECURITY

8 FIRE EXTINGUISHERS AND EQUIPMENT

Under no circumstances shall there be any interference with the fire fighting or other emergency equipment in the Centre except in the case of fire. In case of fire or similar emergency evacuate the building and dial 000 on the telephone directly opposite in the Collegians Club. Please note there is a Fire Station located 200m west of the Centre.

9 EXITS, AISLES AND PASSAGEWAYS

All passageways, aisles and exits shall be kept clear and useable to ensure public safety.

10 CLOSURE OF DOORS AND/OR REFUSAL OF ADMISSION

For safety and security reasons the Management Committee may at their discretion cause the entrance doors to the Centre to be closed and/or refuse admission to any person. Management Committee may terminate any function that has become disorderly. Management Committee reserves the right to impose additional conditions to those listed here if there is a history of risk or damage to centres by similar activities.

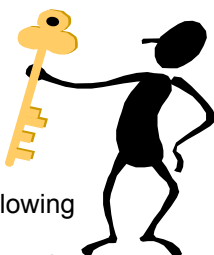
ACCESS & USE OF HALL/ROOMS

11 MULTI PURPOSE CENTRES

Different groups may use other areas of the centre at the same time as your hire period. Hirers shall be respectful towards other users and shall not interfere or disturb their activities.

12 ENTRY/EXIT FROM CENTRE

Hirers are responsible for opening, closing and security of the Centre. Keys are issued to hirers for access to the Centre on the following conditions:



- i) Key(s) are to be picked up and returned as negotiated with the Centre.
- ii) The signatory is fully responsible for the key(s) and must ensure they are not given to any other group or person.
- iii) The key(s) are not to be labeled in any way with reference to the Centre.
- iv) If key(s) are not returned the hirer will be responsible for the cost involved in replacement. This may include the cost in having new keys cut for other user groups. See Point 6, Additional Costs.
- v) An additional bond is required if the key(s) are lost before the hire period and a new set is required.
- vi) The Centre Office (42853225) or Council (42278182) is to be contacted immediately in the event of key(s) being lost or stolen during business hours. After hours call Council on 1300557980.

13 CENTRE SECURITY

Hirers must ensure that the building is totally secured on exit. This includes turning off lights and the locking of all doors and windows.

14 CONDITION OF CENTRE AT START

It is expected that the Centre will be left in a condition suitable for immediate use at all times.

Where the Centre is considered unsuitable for use on arrival, the hirer should immediately notify the Office on 42853225 (BH) or Council 1300557980 (AH). This will indemnify the hirer against any claim by Council for loss of property or damage to the building or grounds.



15 USE OF FURNITURE

The hirer is welcome to arrange tables, chairs and other furniture as required provided they are returned to the original position before leaving.

The hirer is not to allow furniture or equipment to be removed from the Centre or from one room to another, unless approved by the Management Committee.

16 SUPERVISION OF CHILDREN

When children are attending your activity, they must be supervised at all times as you are responsible for their safety.

17 PRIVATE PROPERTY

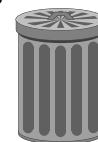
All goods, materials or property brought into the Centre must be removed by the end of the hire period unless approval has been obtained for a storage unit (regular hirers).

18 CLEANING

Cleaning equipment is provided. Prior to leaving, any spillage of food, liquid or other material is to be removed from all surfaces. Equipment and furniture is to be wiped over with a damp cloth if necessary. The floor is to be left clean.

19 TOILETS

The toilets should be left in a clean condition at the end of the hire period suitable for immediate use.



20 RUBBISH REMOVAL

Non-perishable garbage is to be placed in the waste containers at the southern side of the Centre. If garbage exceeds the waste container capacity then it must be taken away by the hirer. Perishable garbage (food scraps etc) is to be taken away by the hirer at the end of the hire period.

21 CATERING/KITCHEN

The kitchen is classified as only a 'heat and serve' area. The preparation of food and beverages shall be confined to the kitchen area. Grease and food scraps are not to be washed down the sink. Hirers must leave the kitchen in a thoroughly clean condition. Crockery and utensils must be supplied by the hirer.

22 BUILDING DECORATIONS AND EQUIPMENT

No changes shall be made to any area without the approval of Council. This includes affixing decorations or equipment, painting or marking any surfaces etc. No sticky tape, bluetac or similar product is to be used on painted surfaces. Nothing is to be attached to the ceiling fans.

23 BURNERS AND FIREWORKS

Under no circumstances shall there be any burners such as barbeques or spit roasts used inside the Centre.

Under no circumstances shall there be fireworks or other flammable materials, or smoke making devices, used inside the building or Centre grounds unless prior approval is received from Council.

24 ELECTRICAL

The hirer is responsible for turning on and off any electrical requirements. The exception being the refrigerators.

Any electrical equipment which is brought into the Centre by the hirer must be tested and tagged by a licensed electrician or person qualified to tag and test.

REGULATIONS/ACTS/LAWS

25 LOSS OR DAMAGE

The hirer will be held responsible for, and be required to make good, any loss or damage to property or furniture, appliances or fittings.

The Management Committee accepts no responsibility for any loss or damage to any property whatsoever belonging to either the hirer or any other person attending the function.

26 INDEMNIFICATION AND INSURANCE

The hirer shall indemnify B.V.C.C. and Council and its servants against any claims, costs or penalties whatsoever that may arise from the hirer's negligence during the period of hire of the Centre.

It is strongly recommended that hirers obtain suitable public liability insurance covering their activities for the period of hire.

27 LOST PROPERTY

Official representatives of B.V.C.C. and Council are the only persons authorised to enter, examine and search the Centre for lost property. Council accepts no responsibility for any items left behind at the end of a booking. Any lost property recovered by any person is to be lodged in the Centre office.

28 ACTS AND REGULATIONS

The hirer shall comply with all relevant provisions of the Local Government Act, 1993, as amended, and any other Acts or regulations which may govern use of the Centre.

29 CHILD PROTECTION LAWS



If your activity involves children up to 18 years of age you are legally required to comply with Child Protection Acts including conducting employment screening in line with this legislation.

30 ADVERTISING

Advertising is permitted only on boards provided for this purpose. Management Committee approval is required prior to the erection of advertising signs.

31 SUB-LETTING

Sub-letting of any part of the Centre is absolutely prohibited and will not be recognised under any circumstances.

32 SMOKING IN CENTRE

Smoking is not permitted in any part of the Centre.

33 ALCOHOL IN CENTRE OR GROUNDS

Alcoholic liquor shall not be taken into the community rooms except with the approval of the Management Committee and then only by responsible persons under the control of the hirer who must be over 18 years of age.

Under no circumstances is alcohol to be consumed in the Centre Grounds.

34 ANIMALS IN CENTRE

No animals shall be allowed in the Centre except animals trained to assist people with disabilities, or if the Management Committee grants special approval.



35 SALE OF MERCHANDISE

The sale of retail or wholesale products or any direct merchandising is not permitted unless written approval has been obtained by the Management Committee.

The Centre shall not be used for Auction Sales other than those conducted on behalf of the Centre or Council.

36 DISORDERLY CONDUCT AND NOISE

The hirer shall take all reasonable steps to prevent disorderly conduct in the Centre and grounds throughout the period of the hire and when leaving the centre.

Noise levels are to be kept to a minimum at all periods to avoid disturbance to neighbouring properties. The use of any sound amplification outside the Centre is strictly prohibited.

The hirer shall comply with the requirements of the Protection of the Environment Operations (POEO) Act 1997 (Part 8.6, Section 276), that covers noise control.

37 DISPUTES

In the event of any dispute arising as to the meaning of any of these terms and conditions, or between the hirer and any representative of Management Committee, the decision of the Management Committee or delegated representative shall be final.

EMERGENCIES

Should an emergency occur involving window breakage or if the building cannot be secured hirers should follow the emergency instructions displayed throughout the Centre.

Hirers are NOT to leave the building until it is secured