

Association of Ukrainians in Victoria
Noble Park (South East) Branch
26 Chandler Road, Noble Park VIC 3174
ABN: 87 956 498 620
E: president@auvnoblepark.com
M: 0413 731 999



Ukrainian Community Centre Venue hire conditions:

1. Hiring Application

Please complete and return the "Hiring Agreement" within 7 days of tentative booking. The person who signs the Application for Hire form shall be considered the Hirer. The Hirer takes full responsibility for the conditions of hire and any breach thereof. In the event that the Hirer cannot attend the function, the centre should be advised of a nominated representative by the hirer.

2. Hiring Fees/Hours of Hire

The Centre hiring fee covers:

The Main Hall, Kitchen and Stage areas only OR Club room and kitchen as per your booking form.

Additional rooms are NOT included in the hire. Unauthorised use of these will result in loss of bond. Access is from your nominated set up time on the date of your function until the end of your event plus cleaning time. You will not be able to set up prior to this time, or pack up after this time.

3. Deposit/ Payment

A non-refundable booking fee of \$200 is payable 7 days from booking or the booking will be cancelled. The balance is to be paid 4 weeks prior to the function date. Please note the booking fee of \$200 will be forfeited if the booking is cancelled by the Hirer. A photocopy of the Hirer's driver's license, or other photo ID will be taken.

4. Function Format

An Association member will meet you to provide access and show you around. Once you have completed your clean up, please ensure all lights, kitchen equipment etc are switched off and close the left front door.

At 11.30 pm all music must stop. It is the Hirer's responsibility to pack all tables and chairs away. Premises must be vacated by 1am. Loss of bond is incurred for late finish.

5. Seating Capacity

- Seats 200 people
- Chairs be stored properly in the area directly outside the means toilets.
- Tables are to be stacked in the back corner of the hall
- Exit areas must be kept clear at all times.

6. Sale of Alcohol

A liquor license must be obtained if alcohol is to be sold on the premises, and the hirer must produce such license to the Association on final payment of function. No barrels or kegs are allowed.

7. Cleaning Hirer's responsibility:

- Kitchen areas used, including stoves and refrigerators, must be cleaned thoroughly.
- Tables and chairs must be wiped down before putting away.
- Bottles and rubbish must be disposed of in Council bins provided at the side of the Centre. Any excess rubbish is to be taken home as we are limited with council bins. Rubbish bags are not provided.
- All food and liquid spillages must be cleaned up during the course of the evening
- Floor areas should be spot cleaned with mop and bucket provided, please use warm water only.

Cleaning must be completed by the specified closing time. Any cleaning deemed outside of the Centre cleaners' normal responsibility will be charged at current cleaning rates and deducted from bond. Under no circumstances must cleaning interfere with Centre activities.

8. Cutlery, Crockery, Cooking Utensils

Use of any crockery, cutlery, cooking utensils, tablecloths, tea towels or any other related items only by prior arrangement.

9. Preparation of Food

Do not cook or prepare any food in any area of the Centre other than the kitchen. Spit roasts and BBQs are permissible (gas only) and must be operated/used in the fenced back yard outside the Centre. Residue from spit roasts and BBQs must be disposed of by Hirer - do not put in any rubbish bins or leave around the Centre. Damage to the stoves burners and oven top plates will incur loss of bond or part thereof. Any eskys or ice boxes must be kept in the kitchen to limit risk of damage to hardwood floor.

10. Parking

Parking is available at the rear of the property for approximately 20 vehicles. Parking on grass immediately in front of the Centre is not permitted.

11. Decorations

- No confetti is allowed inside or outside the Centre.
- Wall decorations are permitted by prior arrangement. or curtains. No equipment is to be fixed to walls in hall. All decorations must be removed by the Hirer at the completion of the function. Decorations are allowed only if attached to wall surfaces with Blue Tac or similar adhesive which will not damage walls. Masking tape and sticky tape are not permitted and no bolts, nails, screws are to be driven into any part of the Centre, nor shall any placards or other articles be affixed.
- No flags, emblems or other decorations shall be displayed outside any part of the Centre without the previous consent of the Centre Committee of Management.

12. Sub-letting/Illegal Activity

The hirer shall not sub-let the Centre or any part thereof, or conduct or permit any illegal activity at the Centre.

14. Celebrations consuming Alcohol

If alcohol is consumed, Security Staff will be required and therefore security fees apply. The Community Centre will provide security for the function. Security cost is dependent on number of attendees expected at the function. Security cost will be advised upon receipt of completed booking forms and prior to booking fee being paid. If numbers are deliberately underestimated, security will call in extra staff and this will be payable by the function hirer including any penalty rates.

15. Loss or Damage

The Committee of Management of the Centre shall not in any way be held responsible for any loss or damage to any property arising out of the hiring. They shall not be responsible for any loss, damage or injury which may be incurred by, or happen to, any person or persons in the Centre during the hiring, arising from any cause whatsoever. The centre will not be responsible for any loss due to breakdown of machinery, failure of supply of power, leakage of water, fire, government restrictions or environmental/natural occurrences which may arise out of the hire or which may be made by any person patronising the Centre during the hiring in respect of such loss, damage or injury.

16. Children

Children must be supervised at all times during the period of hire. Meeting rooms and any centre equipment not included in the hire are not to be used.

17. Lighting

No additional lights or extensions from existing electric light fittings shall be used without the prior consent of the Committee of Management or appointed agent.

18. Public Liability Insurance

It is the Hirer's responsibility to ensure that public liability insurance is taken out. This is available through the Noble Park Community Centre. Alternatively, if the hirer has their own public liability insurance, a copy of the current insurance must be forwarded to the Community Centre when the balance of payment is due.

19. Auction/Sale

No part of the Centre shall be used for the sale of goods or real estate property by auction or otherwise, without the previous consent of the Committee of Management, or it's appointed agent.

20. Health and safety

The Hirer shall comply in every way and every respect with the regulations under the Health Act or any other Act by law or regulation with regard to public buildings and the private use thereof.

21. Right of Entry

The right of entry to the Centre is reserved to the Association's Committee of Management and Members, Security and any others appointed by the Association of Ukrainians in Vic – Noble Park Branch and any Police Officer during the hire period.

Security cameras are in place throughout the Centre and activities can be viewed during your function via a video app.

22. Access to Centre outside of hire times

Arrangements must be made with the Centre staff, prior to the function, if catering equipment, extra tables, chairs, or anything else used by the Hirer in relation to the function is to be picked up from the Centre at a time other than the hire period.

23. Bond

\$500.00 – Bond 16th's to 21st' Functions

\$250.00 – Bond All other Functions

The Hirer's bond will be reimbursed within two weeks after the function, providing these conditions of Hire have been fully adhered to. Loss of full bond or part thereof will be incurred if any Conditions of Hire have been breached. The bond will be refunded via bank transfer.

Appropriate deductions can be made at the discretion of the Association for any breach of Conditions of Hire.

These breaches include but are not limited to;

- Use of any areas/rooms not in hire
- Cleaning of areas not designated for use
- Extra cleaning of areas/equipment designated for use.
- Equipment not put away correctly
- Rubbish not properly removed
- Decorations not removed
- Early arrival/late finish from designated function hiring time
- Police or security back up being called for disturbances or noise control
- Security is required to work beyond designated hours
- Unnecessary discharge of fire extinguisher(s)
- Damage to Centre or equipment
- Lost/damaged key(s)
- Illegal parking

24. Smoking

The Centre is a smoke-free facility and no smoking is allowed inside the Centre. Provision can be made for smokers by prior agreement.

25. Party Registration

Depending on your function the Association will register it with the Victoria Police via the PartySafe Registration initiative.

For any non-life threatening, Centre related emergencies please contact:

Liana Slipetsky 0413 731 999

Katya Slipetsky 0402 112 391