

Phase 5 COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe.

Premises name: **Victoria Park Community Centre Inc**

Agrees to the following:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Maintain mandatory contact registration | <input checked="" type="checkbox"/> Encourage physical distancing |
| <input checked="" type="checkbox"/> Maintain hygiene standards and conduct frequent cleaning | <input checked="" type="checkbox"/> Advise staff to stay home if unwell |

- 1 Refer to the **COVID Safety Guidelines** for information on the expectations for COVID Safety Plans and to assist you in completing this plan. These are available at [wa.gov.au](https://www.wa.gov.au)
- 2 Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
- 3 The COVID-19 pandemic is an evolving situation - review your plan regularly and make changes as required.
- 4 Print and display the **COVID Safety Plan Certificate** available at the end of this form.

Venue Hire Terms and Conditions



Process to Hire

1 Agreement to the Hire Terms and Conditions

- 1.1 Purpose of hire: Organisations, groups or individuals hiring the Centre, or part thereof, do so only for the stated purpose of hire. The purpose of hire must be lawful and conducted in a manner that does not disrupt any other users of Centre.
- 1.2 Restrictions: We do not allow parties except for children's birthdays and celebrations.
- 1.3 Times of hire: The period of hire shall commence and conclude at the agreed times booked.
- 1.4 Transition between hirers: A 15 minute interval is allocated for transition between hirers.
- 1.5 Vacation of the facility: All hirers must be considerate of local residents and other users at all times. The premises is to be vacated by 11pm and noise must be kept to a minimum.

2 Application for Hire and Confirmation of Booking

- 2.1 Commercial or business operations must provide a certificate of currency (CoC) for Public Liability insurance.
- 2.2 All casual hirers will book through the online booking system.
- 2.3 All regular hirers must liaise with the Victoria Park Community Centre Staff to confirm their bookings.

3 Hire Costs and Payment Arrangements

- 3.1 Victoria Park Community Centre will review rates annually (or as is deemed necessary) and provide notice in writing (mail or email) to regular users of any rate changes.
- 3.2 If your organisation is eligible for a reduced rate in line with our community and not for profit rates, you are required to produce a certificate of incorporation or ATO document when you collect keys for the venue.
- 3.3 **Regular Hirers** – hire will be calculated on the hours agreed and you will be provided with an invoice for your hire on a monthly basis.
 - 3.3.1 Payment – we accept internet banking transfers, cash and cheque as payment.
 - 3.3.2 Dishonoured Payments – the hirer will be responsible for any bank charges associated with dishonoured cheques and also incur a \$15 extra processing fee.
 - 3.3.3 Accounts are to be paid within **14 days** of date of invoice. After this time a reminder notice will be sent for immediate payment. Outstanding accounts over 30 days will be forwarded for debt recovery (unless alternative arrangements have been made with the office) and your hire may be cancelled.
- 3.4 **Casual Hirers** – hire is calculated on the hours of hire agreed.
 - 3.4.1 Upon payment of booking through our online system your room will be reserved
 - 3.4.2 It is the responsibility of the Hirer to collect keys to the venue prior to their booked time. See 6.

Key Collection and Return

4 Bond

- 4.1 The hirer will be required to pay a bond which is held until the conclusion of your booking.

- 4.2 **Casual hirers** – at the conclusion of the hire period, you must fill out a Facility Checklist to affirm you have completed the tasks requested. The facility will be inspected for cleanliness and any damage. Any additional charges, extra time spent on the premises or repairs required will be invoiced and sent to hirer. If payment is not received for invoice the Community Centre will deduct from the bond held.
- 4.3 **Regular hirers** – a Facility Checklist is to be filled out after every session to affirm the tasks have been satisfactorily carried out. Regular checks of the facility will be carried out. If additional cleaning or damage is found the costs will be added to your next invoice for payment. If the facility is found to be left in an unclean or misused state, a reminder letter will be sent and additional charges may apply. Subsequent offences may result in your hire being cancelled.
- 4.4 **Schedule of additional charges:** In the event of any of the following circumstances the hirer agrees to the Bond being utilised for the associated costs or fee incurred. Additional costs may be sought where there is wilful or malicious damage and prosecution to the full extent of the law may also be sought.

| Schedule of Additional Charges | |
|--|---|
| ITEM | RATE CHARGED OR DEDUCTED FROM BOND |
| Extra hire time (in addition to hours invoiced) | \$50 per hour |
| Additional basic cleaning | \$100 - \$250 |
| Extra keys / swipe card | \$80 |
| Late return of key / swipe card | \$50 |
| Lost Swipe card / key | \$120 |
| Call out fee to open door or failure to secure door | \$50 |
| Air-conditioner / Heater left on overnight / per day | \$70 |
| Water tap left running in toilet per day | \$50 |
| Lights in toilet left on overnight / per day | \$20 |
| Damage such as broken windows, damage to floor, blocked toilets or sinks due to sand or other objects, paint damage and any other similar damage to the building and/or gardens. | \$ as per quotation obtained by the Centre for the repairs or rectification to prior condition. |
| Storage fee for each locker per month | \$60 |
| Storage fee for each cupboard per month | \$120 |
| Data projector for hire per use / per month | \$15/use or \$30/month |
| Portable Amplifier (PA) for hire per use | \$35 |
| Administrative fee for replacement of missing item | \$30 |

5 Cancellation of Booking

- 5.1 A **seven (7)** day notification of intention to cancel a confirmed hire date is required (through online booking system, mail or email).
- 5.2 A cancellation fee of 30% of the hire charge or \$35 whichever is the greater will be charged for cancellations within the 7 day period of the agreed hire period.
- 5.3 Failure to notify the Centre of a cancellation or cancellation within 24 hours will result in forfeit of the full hire fee.

- 5.4 Any amendment within 3 days from date of hire, the amendment fee of \$25 will apply. Amendment requests more than 3 days from date of hire, the amendment fee is \$10.
- 5.5 Cancellation by Victoria Park Community Centre:
- 5.5.1 we reserve the right to cancel your booking (or future bookings) if the terms and conditions of hire are breached. We will provide written or verbal notice cancelling a booking (without advance warning if necessary) if:
- 5.5.1.1 The regular hirer neglects to pay invoiced fees within the required timeframe. Cancellation fee equals 100% of hire charges.
- 5.5.1.2 VPCC become aware that any event, goods, services proposed to be held or provided by the hirer at the facility is/are objectionable, dangerous, and inappropriate for the facility, prohibited by law, or would be detrimental to VPCC, the community, or be in contravention of any laws or the conditions stipulated in the hire agreement.
- 5.5.1.3 Emergency or necessary repairs or alterations to the facility are underway.
- 5.5.1.4 The premises are not fit for use due to electrical or security failure, or damage.
- 5.5.1.5 You have not provided evidence of adequate insurance cover required if you are a commercial operation.
- 5.5.2 Victoria Park Community Centre reserves the right to cancel any booking should the Venue be needed for the purposes of Victoria Park Community Centre Business.
- 5.5.2.1 Bookings will receive notification no less than 14 days prior should it be required.

6 Key Collection and Return

- 6.1 Regular Hirers – a swipe card and keys will be issued for the duration of your hire period and must be returned on completion. A mutually agreed time is to be arranged for pick-up of the keys and a brief tour of the facility for safety purposes. A Key Sign Out form is to be completed and photo ID is required. Any extra key or swipe card will be charges as detailed in the bond section of the hire agreement.
- 6.2 Casual Hirers – a swipe card and keys will be issued for the duration of your hire period. A mutually agreed time is to be arranged for pick-up of the keys and a brief tour of the facility for safety purposes. A Key Sign Out form is to be completed, photo ID required and proof of insurance and/or NFP incorporation for commercial or NFP hirer. The keys must be dropped in the secured mailbox to the right of the front door on completion of your event.**
- 6.3 If swipe card is not returned on time a fee will be charged as detailed in the bond section of the hire agreement.
- 6.4 If the swipe card is lost a fee will be charged as detailed in the bond section of the hire agreement.

7 Public Liability and Insurance

- 7.1 The Centre carries general public liability insurance for private events and personal hirers / users of the Centre. A private event is classified as an invite only event such as a children's birthday party.
- 7.2 The Centre does not cover equipment or belongings brought into the Centre. The hirer is responsible for obtaining their own adequate insurance to cover damage to or theft of personal belongings or equipment.
- 7.3 All commercial hirers must provide a copy of their certificate of currency for Public Liability Insurance for a minimum of \$20 million with their Hire Application form.

8 Storage Facilities for Regular Hirers

- 8.1 A locker, cupboard or storage shed may be allocated to a regular hirer upon request subject to availability. A monthly fee will be charged as detailed in the bond section of the hire agreement.
- 8.2 A key or combination number to access the locker, cupboard or storage shed must be supplied to the Centre. This is in case of emergency or where inspection is required by the Town of Victoria Park and/or by emergency services such as Police, Fire, SES or similar.

- 8.3 Items stored are the responsibility of the hirer at their own risk and are not covered by the Centre's insurance policy.
- 8.4 The hirer must not store any illegal, highly flammable or dangerous goods.

9 Equipment for Hire

- 9.1 A projector or portable amplifier (PA) system is available for hire upon request at fee as detailed in the bond section of the hire agreement.
- 9.2 There is a list of peripheral items with each equipment for hire. It is the responsibility of the hirer to check the list and inform the Centre Administration in writing if they find any missing item.
- 9.3 The Centre Administration will check the equipment and list of peripheral items are intact on the next working day after the hirer's event. The hirer will be informed of any missing items identified by email or phone.
- 9.4 The cost of replacement for the missing item and an administration fee as detailed in the bond section of the hire agreement will be deducted from the bond (see section 4). If the bond is insufficient to cover the damage, the extra cost of replacement is the responsibility of the hirer.

Hirer's Responsibilities

10 General Responsibilities

- 10.1 The hirer must only use the room or parts of the building and grounds allocated for their hire period unless access/exit via other areas is required during an emergency.
- 10.2 All hirers must be aware that the Centre is a shared facility. Common areas such as the foyer, kitchen and accessible toilet must be shared if there is more than one event at any time.
- 10.3 The hirer must not alter the building, furniture or fixtures without prior approval from the Centre Administration.
- 10.4 Personal belongings or food items left at the Centre are the responsibility of the hirer. Where possible we will contact the hirer if we find any lost property. Lost items will be kept for a period not less than one (1) month before being disposed of.
- 10.5 The hirer must allow unrestricted access to the facility at any time by staff from the Centre on official business, Town of Victoria Park Officers on official business and emergency services.
- 10.6 The Centre is a no smoking, no alcohol and drug free venue. Please respect that children are frequent users and we are trying to maintain a family friendly facility for all to use. Smoking is not permitted anywhere in the facility including the playgrounds and within 5 metres of the front door.
- 10.7 Alcohol is not to be consumed on the premises without prior written approval from the Centre Management.
- 10.8 The Centre is within a residential area and noise must be kept to a respectable volume in line with Council and Noise Abatement Neighbourhood Annoyance Regulations. Please be mindful to keep vehicle noise to a minimum when leaving the carpark during the evenings.
- 10.9 Children under the age of 16 must be supervised by a responsible adult at all times.
- 10.10 As part of funding agreements, on a bi-annual basis we may ask regular hirers to complete a survey regarding the demographics of their group. This information is non-identifying and includes a tick box survey on a person's gender, age range and whether or not she/he comes from a Culturally and Linguistically Diverse (CALD) background, that is they identify with a specific culture and speak a language other than English.
- 10.11 Casual hirers are required to complete a survey regarding the demographics of their group emailed following the completion of their event.

11 Cleaning, Setting Up and Packing Down

- 11.1 The hirer must include cleaning, setting up and packing down time in the time of hire when they book the venue.
- 11.2 The hirer is allowed access to the facility at the allocated hire time for setting up. Cleaning and packing down must be completed within the time of hire booked.
- 11.3 The premises must be left in a clean and tidy condition with tasks completed on the Facility Checklist. Place completed Facility Checklist under office door before leaving the facility.
- 11.4 Where the premises are not cleaned to an acceptable standard, the cost of additional cleaning will be taken from the hirer's bond.
- 11.5 Damage to the walls and or paintwork will be charged out at the quoted rate for rectification.

12 Safety and Security

- 12.1 To satisfy Council regulations regarding safety, the number of guests/attendees must not exceed the maximum numbers allocated to the hire space. Each of the rooms (1 and 2) has a capacity of 50 persons. The maximum capacity of both rooms with the partition open is 148 persons.
- 12.2 Hirers are responsible for the security and safety of themselves, their guests and the building and grounds during the time of the hire. This also includes the responsibility for the behaviour of guests.

13 Food/Catering/Barbecues

- 13.1 The Centre is allergy aware. All cutting boards and utensils must be thoroughly washed. Please be careful bringing allergens which cause anaphylaxis such as peanuts into the facility.
- 13.2 Barbecues must only be used outside the facility and sited away from the emergency exit doors.
- 13.3 The kitchen and areas where food has been eaten must be swept, vacuum and mopped. Any food debris must be removed from all cupboard doors, oven, fridge and microwave including the floor and doors.
- 13.4 Where a food licence is required for the preparation and sale of food, it is the hirer's responsibility to obtain such licences from the Town of Victoria Park.

14 Damage to Property and Premises

- 14.1 'Damage' is considered as breakages that impair the value, usefulness or normal function of the facility. A requirement for additional cleaning is also considered under 'Damages' in these terms and conditions.
- 14.2 Any damage that occurs to the premises during the time of hire must be reported to the Centre as soon as possible. Where possible, photographs and detailed notes are to be provided as evidence. A message may also be left on the answering machine 9361 1999 as well as contacting the office during the week.
- 14.3 For any damage incurred by the hirer or one of their guests or attendees, the cost of the repairs will be deducted from the bond (see section 4). If the bond is insufficient to cover the damage, the extra cost of repairs is the responsibility of the hirer.
- 14.4 For emergencies or damage which renders the building unsafe or unsecure the hirer must call the emergency number located on the front door. A call out fee will be charged in accordance to the schedule of additional charges (see section 4).

Victoria Park Community Centre Inc. is a not for profit venue part-funded by the Department of Communities and supported by The Town of Victoria Park.

ABN: 31 216 017 087