



**BRENTWOOD  
PARK** NEIGHBOURHOOD  
HOUSE

**FACILITY HIRE  
TERMS AND CONDITIONS OF USE**

**PRIVATE HIRE**

**Brentwood Park Neighbourhood House**

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### 1. Definition

**Private Hirer** means a group or a person who requires hire of Brentwood Park Neighbourhood House on a one-off occasion.

### 2. Application

The right to use the facility is subject to BPNH receiving a completed application form, signed by the proposed hirer, undertaking to comply with these conditions.

Where application is made on behalf of an organisation or body of persons, the applicant shall state the name of such organisation or body and the authority to sign the Application for Hire on behalf of the Group, together with private and business telephone numbers of the applicant.

The person making application on behalf of an organisation or body will then be liable to ensure compliance with these Terms and Conditions of Use and will pay to the BPNH on demand any money for any loss suffered by the BPNH due to a breach of these Conditions by the Hirer.

**All bookings are to be made at a minimum period of three (3) weeks in advance.**

### 3. Hiring the Room

The Hirer must apply at least (3) weeks prior to the function/ event's date (unless otherwise agreed in writing by the Booking Officer)

The hirer must:

- Complete and deliver the Application for Hire to BPNH office in person.
- Permit BPNH to keep a copy of a Credit Card and a Driver's License of the applicant.
- Pay the booking fee.
- Give the full payment of the invoice, which is required two (2) weeks prior to the function date.

### 4. Security Bond

Unless otherwise endorsed by the BPNH, a security bond shall be paid by the hirer at the time of booking as a guarantee of fulfilment of these conditions, and as security against damage to the building or any fittings and furniture contained therein, and for any cleaning arranged by the BPNH resulting from the hirer's use of the premises. The hirer shall be liable on demand by the BPNH to pay any further amount in excess of such bond to meet the full cost of any breach of the Terms and Conditions of Use as set within the Terms and Conditions of Use.

The Security Bond will be returned to you within two weeks of your function subject to all of the Terms and Conditions of Use being met. For any breach of conditions penalties will be deducted from the Bond money.

### 5. Refusal to Grant Hire

It shall be at the discretion of the Booking Officer to give permission or to refuse to grant the hire of the facility. BPNH maintain the power to cancel such permission and direct the return of the fees and bond so paid.

The hirer hereby agrees in such case to accept the same and shall be held to have consented to such cancellation and to have no claim at law or in equity for any loss or damage in consequence thereof.

## 6. Tentative Bookings

Tentative bookings **will not be held longer than 14 days**, by which time the hirer must confirm their intention to proceed with the booking.

## 7. Fees and Charges

The Hirer must comply with the following conditions regarding the fees and charges associated with the hire of our facility:

### a) Hiring Fee

The Hirer must pay the hiring fee outlined in the table below (also outlined in the Application for Hire) 14 days before the date of hire. Invoices will be emailed to the contact person provided in the Application for Hire Form.

Charges will apply as per the agreed date and time specified in the Application for Hire.

Room Capacity: up to 100 people		
MAIN HALL	(2:00pm till 12:00am) (+ 1 hour clean up)	\$500
MAIN HALL	(6:00 pm till 12:00am) (+ 1 hour clean up)	\$400
MAIN HALL	(2:00pm till 6pm) (including clean up)	\$300
Extra Hours (only applicable to this booking)		\$50 per hour
BOOKING FEE	NON-REFUNDABLE	\$25
SECURITY BOND		\$1,000
KEY BOND		\$50
PUBLIC LIABILITY		\$30
After party cleaning (optional)		\$80

### b) Payments

The Hirer is required to pay the hiring fee as per the invoice supplied.

First time hiring, the invoice must be paid fourteen (14) days prior to the commencement date as outlined in the Application for Hire.

All transactions are accepted either by cash, bank transfer, eftpos/credit or cheque made to Brentwood Park Neighbourhood House Inc. We do not accept payments on the phone.

For any booking made less than two (2) weeks prior to the booking date, bonds are required to be paid immediately upon the booking being accepted.

## 8. Keys

One key is provided as part of the Application for Hire. The key is to be collected and signed for from the BPNH office by the contact person listed on the Application for Hire. The key must be picked up 1 day before the function and used only for hire period.

A refundable bond of \$50 is required.

The person stated on the application form is responsible for ensuring the key is kept secure at all times. If the key is unreturned or lost the hirer will lose the right to the key bond paid when the booking was made. A new refundable key bond of \$50 is required and a key will be re-issued to the group.

#### **9. Length of Agreement**

- The Agreement is for the time period and date stated in the Application Form.

#### **10. Brief Description of the Proposed Activities**

BPNH will require the hirer to submit, for approval, the purpose of hire.

#### **11. Refund of Security Bond**

If there is no breach of the conditions of usage, damage to the building or any fittings and furniture therein or abnormal cleaning, BPNH will refund the security bond to the Hirer within two weeks of the last day of hire, less any amounts required by the Centre to:

- Recover any other costs incurred by BPNH due to a breach of these Terms and Conditions by the Hirer.
- Recover any other monies due to BPNH by the Hirer under these Terms and Conditions.
- Where the Hirer/individual has paid the security deposit on behalf of the organisation, the security deposit will be refunded to the individual if agreed to in writing by the primary contact person specified in the Application for Hire.

It is the responsibility of the Hirer to ensure that all participants of their group using the facility are aware of these regulations and adhere to them

The Hirer must comply with the following conditions while using the facility:

#### 12. Compliance with Laws

The Hirer must comply with all laws in connection with the facility and Hirers use of the room.

#### 13. Permission to Occupy

The hirer shall only be entitled to use the particular part or parts of the premises hired and the BPNH reserves the right to hire any other portion of the premises for any other purpose or purposes at the same time.

The right awarded to the hirer shall be a permission to occupy and shall not be construed as a tenancy. Nothing contained in these conditions shall award the hirer the right to exclusive or ongoing possession.

#### 14. Permitted Use

The Hirer must only use the room for the purpose specified in the Application for Hire and not use the room for any other purpose unless with written permission from BPNH.

#### 15. Hire Duration

The Centre can only offer hire between the hours of 2.00pm and 12.00am. The times booked must include set up time and last person out. Any use of the facility after the nominated time will be charged as outlined in the Terms and Conditions of Use. Such charges may be deducted from the security bond.

Every consideration must be given to the next booking and the room must be clean and vacant by the nominated time in the booking form.

Every consideration must be given to other users of the facility and the residents who live nearby in regard to minimising noise and unruly behaviour by people using the facility and vacating the premises.

#### 16. Assignment

Hirers who are granted permission to use the premises shall not assign the right of use to any other person, organisation or body.

#### 17. Number of People in the Room

Hirers must comply with statutory requirements regarding the maximum capacity of the facility. The Booking Officer will advise of the maximum capacity for each room. Maximum capacity for entire facility **is 190 people**. Main Hall 100 people, Multi- function room 60 people, Craft Room 30 people.

## 18. Opening and Closing Facility

### Keys

The Booking Officer will allocate to the hirer all necessary keys at the beginning of the hire period. The hirer will be required to sign a key register to confirm they have received the keys and are responsible for ensuring the key is kept secure at all times.

All keys should be returned as directed by the Booking Officer. If the keys are unreturned or lost the hirer will lose the right to the key bond paid when the booking was made.

### Alarm System

The Booking Officer shall provide an alarm code for the facility to the hirer to disarm or arm the alarm system. The alarm system is monitored and information on entry and exit times can be obtained.

## 19. Arrival and Departure

If there are no staff in the facility at the time of arrival or departure, the Hirer is responsible for opening and closing the facility. This includes activation or de-activation of the alarm, and unlocking and locking the facility.

Upon departure the Hirer must always ensure that:

- The facility opening/closing procedure has been followed,
- Room/s are in a reasonable and clean condition,
- Kitchen and bathroom/s are in a reasonable and clean condition,
- All storage areas are cleaned and items packed away neatly in the designated areas,
- Lights and electronic equipment are switched off,
- Heaters/air conditioners are switched off,
- Equipment has been turned off, packed away or removed,
- Furniture and equipment is returned to its original location as identified upon entry,
- Windows and doors are locked,
- Alarm is activated,
- Rubbish is removed.

## 20. Supervision of Children

Children under the age of 18 years must be supervised by a responsible adult during the agreed hire time as outlined on the Application for Hire. Food and drink **MUST not be** consumed in the carpeted areas.

## 21. Cleaning Responsibilities

The hirer is responsible for leaving the rooms including kitchen and bathroom/s in a clean and tidy state, and shall immediately remove all rubbish, refuse and waste matter as directed by the Booking Officer. Chairs and tables should be wiped down using warm soapy water.

Hirers must protect the floors from stain or any other damage and should mop up any spills as soon as they occur. Hirers will ensure that floors are only mopped with warm water or with the cleaning chemical supplied by the BPNH. Floors in the kitchen and toilets can be washed with warm soapy water.

Costs incurred by the BPNH in cleaning the rooms resulting from the condition in which the hirer left the premises shall be recoverable from the hirer at the rates set out in Appendix B in the Terms and Conditions of Use.



If the hirer has requested cleaning from BPNH, the hirer must vacate the Centre by 12.00 midnight ensuring all rubbish is removed from the premises and that all table and chairs are put away.

## **22. Furniture Arrangement**

The hirer may vary the arrangement of tables and chairs in the facility provided that they discuss with and gain permission from the Booking Officer, and the seating is arranged in conformity with the Public Health Regulations.

Furniture must not obstruct exits or passageways. All furniture must be returned to its proper place before vacating the premises as directed by the Booking Officer.

Chairs and tables are to be carried or moved using the trolleys provided. They are not to be dragged across the floor. Stackable chairs should have no more than five (5) chairs per stack in each room. Permission from the Booking Officer is required before any furniture can be taken outside.

Facilities are equipped to cater for the maximum capacity. Hirers are not permitted to bring equipment into the facility without the BPNH's prior written consent.

## **23. Good Order**

The hirer shall be responsible for the full observance of these conditions and for the maintenance and preservation of good order in the building throughout the whole duration of the period of use.

No spitting, obscene or insulting language or disorderly behaviour or damage to property shall be permitted in any part of the building.

## **24. Obstructions**

The hirer shall comply in every respect with regulations under the Health Act and Victorian Building Regulations with regard to Public Buildings for the prevention of overcrowding and obstruction of gangways, passages, corridors, or of any part of the building. Any person causing an offence against such regulations shall be removed from the building.

## **25. Public Liability Insurance**

Proof of current Public Liability Insurance must be provided with the Application for Hire prior to commencement of hire.

If the hirer is unable to obtain their own Public Liability Insurance, they must purchase from BPNH at an additional cost of \$30.00.

The Hirer acknowledges that BPNH's building and contents insurance only covers equipment belonging to BPNH.

The Hirer shall not do or permit to be done anything in relation to the premises whereby any insurance effected by BPNH or the Hirer may be rendered void or void able or in any way unenforceable against an insurer. In the event that the Hirer breaches these provisions the Hirer will indemnify the BPNH for any loss occasioned and howsoever arising from such breach.

## **26. Indemnity**

The hirer agrees to indemnify, and keep indemnified, and to hold harmless BPNH, its servants and agents, and each of them from and against all actions, costs, charges, expenses and damages whatsoever which may be brought, or made, or claimed against it, or any of them, arising out of, or in any way related to the hire of the facility.

## **27. Signs and Notices**

No notice, sign, advertisement, scenery, fittings or decorations of any kind shall be erected on the building or attached or affixed to the walls, doors or any other portion of the building, fittings or furniture (in the interior or exterior of the facility), without prior consent of the Booking Officer. The Booking Officer will instruct on what methods can be used to affix items if permission is granted.

## **28. Hirer's Equipment**

The Booking Officer reserves the right to prohibit any equipment supplied by the hirer for use within the venue if, in the opinion of the Booking Officer such equipment may cause damage to the venue or harm to personnel.

## **29. Theft**

Neither the BPNH, nor its servants shall be liable for any loss or damage sustained by the hirer or any person, firm or corporation entrusting to or supplying any article or thing to the hirer by reason of any such article or thing being lost, damaged or stolen. The hirer hereby indemnifies the BPNH against any claim by any such person, firm or corporation in respect of such article or thing.

## **30. Damage to Facility and/or Equipment**

The Hirer must not cause or permit to be caused any damage to the facility, existing furniture, fittings and/or equipment belonging to the House and or other users of the facility.

The Hirer shall accept full financial responsibility for any damage to the BPNH property during the hire period, except for normal wear and tear.

The Hirer shall be responsible for notifying the BPNH of any damage to the facility caused by the negligence or default of the Hirer, its servants or agents to the premises. The BPNH shall have repairs carried out and in that function the Hirer shall be responsible for all repair costs. If the costs of the repairs exceed the amount of the security bond (if relevant) the Hirer agrees to pay to BPNH the difference.

The Hirer acknowledges that it takes the premises as equipped at the commencement date of the hire and that no alteration or addition shall be made.

The Hirer agrees that the walls and floors of the facility must not be painted, marked, nailed or screwed into at any time.

## **31. Acts and Regulations**

The hirer shall conform to the requirements of the City of Casey's Local Law Regulations, and other legislation as applicable. All other statutory rules, provisions and regulations of the Commonwealth of Australia or State of Victoria for the time being in force must be complied with by the user and the notices given to the proper officers.

### 32. Performing Rights

In the case of a dramatic or other performance or concert, the hirer shall not produce, or permit to be produced or performed, any dramatic or musical work in infringement of the copyright or performing right of any owner of such right or rights, and the hirer agrees to indemnify the BPNH against any claim for breach of copyright or any other action herewith.

### 33. Noise

Every consideration must be given to the residents who live nearby and other people hiring the facility in regard to minimising noise and unruly behaviour by people using and vacating the facility. Hirers must comply with the Environment Protection (Residential Noise) Regulations. Copies available from Environmental Health Department, City of Casey: 9705 5200.

### 34. Catering and Refreshments

Ice cream, chocolates, other confectionery or refreshments of any kind whatsoever shall only be permitted in areas designated by the Booking Officer. Food and drink **MUST not be** consumed in the carpeted areas.

All food must be served from tables and no cooking pots or other food receptacles may be placed on the floor either in the kitchen, or in other rooms in the facility, unless permission in writing is obtained from the Booking Officer. Hirers are responsible for obtaining and complying with the necessary permits in respect of preparation and/or sale of food.

### 35. Kitchen

The hirer is responsible for leaving the kitchen in a clean and tidy state, and shall immediately remove all rubbish, refuse and waste matter as directed by the Booking Officer.

The Hirer agrees that all required kitchen crockery, cutlery and equipment shall be supplied by the hirer. The Hirer shall be responsible for the cost of replacement of any broken and damaged kitchen items or appliances owned by the BPNH.

### 36. Free Access

The Booking Officer and other BPNH Officers as required shall at all times be entitled to free access to any and every part of the building.

### 37. Determination

If the hirer commits, permits or allows any breach or default in the performance and observance of any of these conditions the Booking Officer may terminate the permission to use the premises and the hirer shall immediately vacate the premises and the bond shall be forfeited to the BPNH.

### 38. Inspections Pre & Post Meetings

User will undertake pre and post inspections of the facility. Any issues will be noted on the pre and post-hire inspection sheet (available from the front counter at the office), and the hirer will be requested to rectify or pay for any damages or hazards arising from the hire.

### 39. Safety

The Hirer shall be responsible for notifying the BPNH of any hazards or potential hazards.

No use of chemicals, flammable liquids or other hazardous materials permitted on the premises except as may be necessary for the uses and arrangements specified in the Agreement Form.

The use of naked flame within the premises is not permitted.

The Hirer is responsible for being aware of emergency exits, fire extinguishers and emergency evacuation procedures.

The Hirer shall not bring or permit any fire arms, explosives or flammable liquids to be brought into or used about the premises.

#### **40. Illegal activities**

The Hirer must not cause or permit to be caused any illegal, inappropriate or offensive activities as determined by BPNH in the facility.

#### **41. Gambling**

No game of chance, at which either directly or indirectly money is passed as a prize, shall take place in any part of the premises, with the exception that this clause shall not prevent the hirer using the premises for games of Bingo or equivalent, providing relevant permits have been obtained.

#### **42. Nuisance**

The Hirer must not do or allow to be done, anything in connection with the use of the facility under agreement or otherwise which is, or is liable to be in the opinion of BPNH, noxious or injurious to a person's health, personal comfort or the general amenity of the neighbourhood in which the activity is occurring.

#### **43. Alcohol**

The sale of liquor on the premises is forbidden unless the hirer obtains a permit from the Liquor Control Commission, and the permit is produced to the Booking Officer fourteen (14) days prior to the hire date, who shall make an endorsement.

Where liquor is supplied/served, the Hirer is responsible and liable for all behaviour/actions inside and outside of the BPNH complex and compliance to all Acts and Regulations.

#### **44. No smoking**

Smoking is not permitted in the Centre and within 10 metres of the building. The hirer must advise facility users about the No Smoking Policy.

#### **45. Animals**

Except to the extent required by law, the Hirer must not allow or cause to be allowed any animals to be brought into the facility without the BPNH's prior written consent, including the use of mobile 'petting zoos' and animal shows or displays.

#### **46. Decorations and Stage Fittings**

No stage property, decorations, electric lighting, naked lights of any kind or articles of similar nature shall be brought into the building without the consent of the Booking Officer.

All such articles and property together with any catering appliances or fittings shall be removed by the hirer at the end of the activity.

The use of smoke machines, helium balloons, confetti, glitter, sequins, streamers or similar articles of decoration is prohibited.

#### **47. Helium Balloons and Smoke Machines**

Due to the fire detecting devices in the facility, smoke machines and helium balloons are not permitted. The hirer must pay for a breach resulting in Emergency Services being called to the facility. These costs are potentially around \$3,000.

#### **48. Cancellation of a Hire Booking Session**

Cancellation of the hire of the premises shall be made in writing at least 14 days' notice prior to the cessation. All monies paid except the booking fee will be refunded.

Cancellation less than 14 days of hire will incur a cancellation penalty of 50% of hire fee.

#### **49. Terminating the Agreement**

BPNH may terminate the agreement or retain any monies including the security bond and the hiring fee, paid to the Centre by the Hirer at any time if the Hirer:

- Has not paid the security bond within 14 days of the commencement date if applicable,
- Breaches any of the Hirer's obligations specified in these Terms and Conditions,

#### **50. Change of Detail**

The Hirer must ensure that BPNH is notified in writing as soon as possible of any changes to the details contained in the Application for Hire. If there is a change in contact person as specified on the Application for Hire a new Application for Hire form must be submitted. BPNH can only contact or take bookings from the person listed on the application.

#### **51. Emergencies**

The Hirer is responsible for familiarising themselves with and following the BPNH emergency and evacuation procedures for the facility.

In the case of an imminent threat, and/or upon notification from emergency services or Council management, the warden is responsible for the management of the evacuation or lockdown of the facility.

The Hirer is responsible for the management or lockdown of the facility at their discretion when the BPNH staff are not present.

The Hirer is responsible for the safety of all members and visitors in the facility for the purpose of their hire and for having appropriate insurance in place at all times (refer to clause 26 of these Terms and Conditions).

In the event of an emergency, the Hirer is responsible to vacate the room/ Centre immediately. Any money paid by the Hirer to BPNH may be retained by the BPNH where the termination of the hire resulted from an act or omission of the Hirer or the Hirer's agents, contractors or invitees.

When the BPNH staff are not present, the Hirer is responsible to contact the emergency number 000 or the Council's after-hours emergency number is 9705 5200.

## 52. Police and Security

The hirer shall, when so directed by the Booking Officer, arrange for police attendance and/or licensed security personnel at the facility.

## 53. Disputes

In the event of any dispute or difference arising as to the interpretation of these conditions, or of any matter or thing contained therein, the decision of the BPNH Committee of Governance shall be final and conclusive.

## 54. BPNH Directions

The Hirer must comply with all requirements of BPNH and all directions given by BPNH representatives. Terms and Conditions. Failure to comply with this condition may result in deduction or forfeit of security deposit. Hirers are not permitted to bring equipment into the facility without Council's prior written consent.

Council's after-hours emergency number is **9705 5200**.

## 55. Definitions

In these Terms and Conditions, the following words have the meanings set out below:

- **BPNH** means the Brentwood Park Neighbourhood House Inc
- **Booking Officer** is deemed to include a Brentwood Park Neighbourhood House employee, volunteer or Committee of Governance member acting with the authority of the organisation, expressly or implied.
- **Committee** means the Brentwood Park Neighbourhood House Committee of Governance
- **Hirer** means the organisation and/or nominated person specified in the Application for Hire and where it is consistent with the context includes the Hirer's employees, agents, invitees and persons the Hirer allows in the room (s) hired.
- **Facility** means the building that the Hirer is accessing on which it is located.
- **Conditions** mean these conditions attached to the Agreement Form.
- **Application for hire** means the Application for Hire of BPNH form signed and submitted to BPNH requesting hire of a room/s at the facility.
- **Hire Duration** means the times specified in the Application Form during which time the hirer is permitted to use the room(s) hired.
- **Agreed period of hire** means the dates and times specified on the approved Application for Hire during which the Hirer is permitted to use the room.
- **Commencement date** means the first date of hire specified in the Application for Hire.
- **Expiry date** means the last agreed day of hire specified in the Application for Hire.
- **Hiring fee** means the hiring fee agreed and specified in the Application for Hire.
- **Security Bond** means the security deposit specified in the Application for Hire.
- **Term of hire** means the term from the commencement date to the expiry date.
- **Terms and conditions** mean these terms and conditions applicable to the Application for Hire.

**Appendix A Additional Charges That May Apply**

The following list details amounts which may be charged or deducted from the bond of any occurrence associated with the hire of the facility.

Items	CHARGES
Any furniture moved in or out of the room MUST be put back in original location: <b>Main room Total of 102 Chairs Please check the photos on the wall.</b>	\$50.00
<input type="checkbox"/> 90 Chairs: 18 stacks of 5 chairs – no arms	\$50.00
<input type="checkbox"/> 12 Chairs: 3 stacks of 4 chairs – with arms	\$50.00
<input type="checkbox"/> Tables should be wiped down using warm soapy water before returning it to the storage area	\$50.00
<input type="checkbox"/> Table storage –use button <b>DO NOT OPEN</b> manually.	\$50.00
<input type="checkbox"/> Any tables used <b>MUST BE PUT BACK ON THE TROLLEYS</b> and returned to the table’s storage room.	\$50.00
<input type="checkbox"/> Floors should be swept and cleaned before leaving the premises.	\$50.00
<input type="checkbox"/> Cleaning equipment can be used but anything damaged will be replaced at your expense	As per quote
<input type="checkbox"/> All cooling or heating must be turned off before you vacate the building	\$100.00
<input type="checkbox"/> Ensure that curtains are pulled back at the end of the evening so that people can see the room is empty	\$25.00
<input type="checkbox"/> All lights must be switched off before you vacate the building	\$25.00
<input type="checkbox"/> All rubbish, refuse or waste matter must be removed from the premises.	\$75.00
<input type="checkbox"/> Food and drink <b>MUST NOT BE</b> consumed in the carpeted areas	\$165.00
<input type="checkbox"/> Alarm System must be activated before leaving the venue if no one else is using the venue.	\$165.00
<input type="checkbox"/> Use the Pin Code provided by the Booking Officer. Failure to activate the system will generate a Security Call Out which will be charged to the hirer.	\$165.00
<input type="checkbox"/> The Group Coordinator is responsible for ensuring the key is kept secure at all times. The key should be returned as directed by the Booking Officer. If the key is unreturned or lost the hirer will lose the right to the key bond paid when the booking was made.	\$50.00 Per key
<input type="checkbox"/> <b>Building and Car Park</b> area must be vacated by 1.00am, or 12 midnight if you choose the after-party cleaning.	\$165.00
<input type="checkbox"/> NO STICKY TAPE - room can be decorated but please use “Blu Tack”	\$50.00
<input type="checkbox"/> NO CONFETTI of any sort is to be used	\$100.00
<input type="checkbox"/> NO HELIUM balloons	\$3,000
<input type="checkbox"/> Sound monitor – music must be turned down by 11pm and off at 12 midnight	\$165.00
<input type="checkbox"/> Unnecessary discharge of fire extinguishers	\$150.00
<input type="checkbox"/> Scratching/marketing of floor area	\$150.00
<input type="checkbox"/> Any damage to the Centre and/or furnishings	As per quote
<input type="checkbox"/> Police being called for disturbances	Entire Bond
<input type="checkbox"/> Additional cleaning of building	\$50.00 per hr
<input type="checkbox"/> Additional cleaning of car park/building entrance	\$50.00 per hr
<input type="checkbox"/> In the case of EMERGENCY ONLY, call the City of Casey (03) 9705 5200	
<input type="checkbox"/> Narre Warren Police Station (03) 9705 3111	

The Group Coordinator is responsible for ensuring that the following list is followed before leaving the premise.

<p>Any furniture moved in or out of the room MUST be put back in original location:</p> <p><b>Main room Total of 102 Chairs Please check the photos on the wall.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 90 Chairs: 18 stacks of 5 chairs – no arms</li> <li><input type="checkbox"/> 12 Chairs: 3 stacks of 4 chairs – with arms</li> </ul>
<input type="checkbox"/> Chairs and tables should be wiped down using warm soapy water before returning them to the storage area.
<input type="checkbox"/> Table storage –use button <b>DO NOT OPEN</b> manually. <input type="checkbox"/> Any tables used <b>MUST BE PUT BACK ON THE TROLLEYS</b> and returned to the table’s storage room.
<input type="checkbox"/> Floors should be swept and cleaned before leaving the premises.
<input type="checkbox"/> Cleaning equipment is located in the cleaner’s room (Foyer).
<input type="checkbox"/> All cooling or heating must be turned off before you vacate the building.
<input type="checkbox"/> Ensure that curtains are pulled back at the end of your session so that people can see the room is empty.
<input type="checkbox"/> All lights must be switched off before you vacate the room / building.
<input type="checkbox"/> All rubbish must be in garbage bags (you will need to provide). <input type="checkbox"/> Garbage bags must be placed in the bins located in bin enclosure at the front of the building <input type="checkbox"/> Please use the green key which is located in the Electrical Switch Board Cupboard in the foyer. <input type="checkbox"/> 2 bins is the maximum use to any group. Any extra garbage should be taken home.
<input type="checkbox"/> DO NOT use the recycle bin (the use of the recycle bin for rubbish is unacceptable).
<input type="checkbox"/> Food and drink <b>MUST NOT BE</b> consumed in the carpeted areas.
<input type="checkbox"/> Alarm System must be activated before leaving the venue if no one else is using the venue. Please use the Pin Code provided by the Booking Officer. Failure to arm the system will generate a Security Call Out.
<input type="checkbox"/> Please ensure that the key is kept secure at all times. The key should be returned as directed by the Booking Officer.
<input type="checkbox"/> <b>Building</b> and <b>Car Park</b> area MUST be vacated by 1.00am, or 12 midnight if you choose the after party cleaning option.
<input type="checkbox"/> In the case of EMERGENCY ONLY, call the City of Casey (03) 9705 5200.
<input type="checkbox"/> Narre Warren Police Station (03) 9705 3111.
<input type="checkbox"/> Please report to the office if you find your room does not comply with the above check list.



**Appendix C****Inspection Record**

The Centre will be checked prior to the commencement of use to ensure that it is in a suitable condition for use, that all equipment to be used is stored correctly, and is available for use.

After the meeting, the facility will be checked again to verify compliance with the conditions of use, and to compile a record of the conditions of the premises.

Name of User:	Date:
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<b>Pre-Meeting Comments (if applicable)</b>
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Session date & time:
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Signature of User:	Date:
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<b>Post-Meeting Comments (if applicable)</b>
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Signature of User:	Date:
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<b>Booking Officer Comments (if applicable)</b>	Date:
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**Appendix D**

**Declaration**

I \_\_\_\_\_

*(Please print your name)*

From \_\_\_\_\_ hereby

*(Please print group name)*

declare that I have read and understood the attached terms and conditions of use and agree to conduct a pre and post inspection checklist after every session at Brentwood Park Neighbourhood House.

Signed: \_\_\_\_\_

\_\_\_\_\_  
*(Please print name)*

Contact: \_\_\_\_\_

*(Phone number)*

\_\_\_\_\_  
*(Email)*

Date: \_\_\_\_\_