



WOODCROFT
MORPHETT VALE

NEIGHBOURHOOD CENTRE

Venue Hire Pack 2023

Venue Hire Telephone **0491 976 129**

venuehire@wmvnc.org.au

www.wmvnc.org.au

Includes:

Venue Hire Application Form
Hire Terms and Conditions
Code of Conduct (extract)
Price list (effective January 2023)
Building Plan



Woodcroft-Morphett Vale Neighbourhood Centre Inc Venue Hire Application Form

ABN 15 903 543 682

Title: _____ Name: _____ Organisation: _____

Phone number: _____ Mobile: _____ License no. _____

Address
Street: _____ Suburb: _____ P/Code: _____

Email Address: _____

Type of Event

Name of Event/Activity: _____ Number of attendees: _____
Description: _____

When

Start & Finish date: _____ Start & Finish Time: _____

Reoccurring: Every: (i.e Mon or 2nd Tues) or use the Bulk Booking form next page
Each (week/fortnight/month)

Facilities required

Projector & Sound (AV) Kitchen Wi-Fi
Hirer to provide own laptop, VGA & audio cable

Preferred Room/s _____

Public View Booking Private Hire Organisation Name

Booking Calendar viewed online by public – Details of Hire can be listed as Private Hire or with Organisation Name (Please tick choice)

Hirer's are required to clean the room, including tables, crockery, cutlery, trolley, sink, sweep and mop floors, and stack chairs (detailed in the terms & conditions). Should any cleaning be required after you leave, charges will be invoiced or deducted from your bond (refer to section 9 of T & C's).

- Please tick in the box if you wish to receive marketing and events email information from the Centre.
• I acknowledge that I have read and agree to the Hire Terms, Fees and Conditions.
• I acknowledge that in the event of a medical incident Centre Staff and volunteers will follow First Aid principals, which may include the calling of SA Ambulance. Any associated costs will be the responsibility of the patient.

Total Agreement cost:
Hire Charge: _____ Bond Charge: _____

Signed: _____ Date: _____

Bond return details: Account name: _____
BSB: _____ Account number: _____

CHILD SAFE ENVIRONMENTS WORKING PARTNERSHIPS

All service providers, partners or organisations that provide services or activities, wholly or partly for children confirm that they have fulfilled their requirements of the Children and Young People (Safety) Act 2017 prior to the provision of the service. The Licence Holder/Hirer must provide a current Working with Children clearance if requested to do so. Please refer to www.screening.sa.gov.au for further information.

Signed: _____ Date: _____



Woodcroft-Morphett Vale Neighbourhood Centre Inc Venue Hire Bulk Booking Form attachment

* To be completed in conjunction with the Venue Hire Application Form *

Organisation Name: _____

Contact Name: _____

Contact Number: _____

Email: _____

| Date | Room | Start | Finish | Other requirements/notes |
|------|------|-------|--------|--------------------------|
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WMVNC Hire Terms and Conditions

These terms and conditions have been developed to ensure that the resources of the Woodcroft Morphett Vale Neighbourhood Centre are accessible to local community members, agencies and businesses, who provide services and activities for our community, and are utilised and maintained in a respectful manner for fellow community members.

We believe in building an inclusive culture where all people are welcomed at our Centre irrespective of their age, sex, chosen gender, race, disability, sexuality, marital or domestic partnership status, pregnancy, association with child, caring responsibilities, identity of spouse or religious dress.

BOOKING TERMS

1. Contract

All room use and hire is subject to a signed application (as found in this pack) or an online Venue Hire Application, which is a contract with the Management Committee of the Centre accepting these terms and conditions, for a maximum 6 month period only.

The Committee reserves the right to terminate the agreement for any reason, including breach of the hire terms and conditions.

2. Bookings

Please contact the Venue Hire Officer on venuehire@wmvnc.org.au or phone 0491 976 129, for queries regarding venue availability.

To make a booking an application must be completed and returned to the Venue Hire Officer. This can be done by completing the form in this pack, or alternatively going to <https://www.wmvnc.org.au/venue-hire.html> and completing the online application. Once the application is received a tentative booking will be made. To confirm a booking, Deposit of 50% of Room Bond is required at time of booking. Full payment of hire fee, bond and a copy of Public Liability insurance is required a minimum of two weeks prior to your event.

If deemed applicable for your event, confirmation of security guard hire is also required at this time.

3. Bond

- 50% Bond is payable at time of booking and full Bond on **all** hires 14 days in advance of the hire.
- From 9:00am to 4:00pm weekdays (excluding public holidays) the cost is \$50 (no alcohol).
- Outside these times, or when alcohol will be provided, a risk assessment will be completed by the Venue Hire Officer and the bond amount, ranging from \$300 - \$1000, will be confirmed (along with any security guard requirements).
- For large functions see section 6.
- All Bonds paid by Cash, EFT or EFTPOS are refunded by EFT within 10 business days of hire, provided the bank details for the refund have been provided to staff. Bank details can be completed on page 1 of Venue Hire Application form.
- The bond covers the cost of cleaning, damage, security call outs, security cards (\$30 to replace), or overdue accounts. Any events requiring bond deductions will be photographed and/or documented for evidence and available to you.

4. **Fees & Terms of Payments**

Fees are attached in the Venue Hire Pack. Please note that Venue Hire fees are already discounted and no further discounts apply. Full hourly rates apply for part hour bookings (ie. 1.5 hours is charged at 2 hours). Day charges are for an 8 hour hire inclusive; extra time will incur extra charges.

Casual Hire: All casual hire accounts are cash, EFTPOS or Electronic Funds Transfer (EFT). Deposit of 50% of Room Bond is required at time of booking. **Full payments or Bond and Room hire for bookings must be made 14 days in advance of the hire.**

Please note, when paying bonds please supply your account details for an EFT refund by email to the Venue Hire Officer (venuehire@wmvnc.org.au) or complete the Account details on page 1 of application form.

EFT payments should be made through your financial institution to:

Bank: ANZ

Payable to: Woodcroft Morphett Vale Neighbourhood Centre

Reference: The Surname of the person who made the booking

BSB: 015-305

Account Number: 9003 24975

Regular Hire: Organisations with regular hire accounts are invoiced monthly with EFT information on the invoice. **Terms are strictly 30 days.** It is the responsibility of the hiring organisation to inform in advance when the facility is not to be used when regular bookings have been made, as per cancellation policy.

5. **Insurance**

All clients must make arrangements for Public Liability insurance cover in the Centre. The Management Committee requires a copy of your public liability insurance for the Centre records of \$20,000,000.

Proof of this cover can be given by forwarding a photocopied, scanned or electronic copy of Certificate of Currency, prior to confirmation of a booking. If the insurance is provided by an umbrella or parent group a formal current cover letter from that organisation is sufficient. Electronic copies should be emailed to venuehire@wmvnc.org.au

Casual hire insurance cover for non-business activities may be purchased from Council for \$15 at the Customer Service Desk in the Woodcroft Community Centre, or enquire at City of Onkaparinga Council. For details phone: 8384 0666.

6. **Large Functions & Security Requirements**

Large functions and celebrations will require a risk assessment and may incur the maximum bond. Security guards may be required to be hired for the duration of your function. Any other conditions and charges will be advised by the Venue Hire Officer.

If required for your event, security guards are to be arranged and paid directly with Titanium Security. The number of guards required is determined by the security company. The Venue Hire Officer will advise if this is required for your function and will provide you with a security request form to enable you to arrange this, should you wish to book the venue.

Confirmation of security guard hire is required a minimum of two weeks prior to your booking and may only be cancelled for your event with approval in writing to the security company from the Venue Hire Officer.

7. Security Cards & Induction

When collecting the security card and codes please allow thirty minutes to have an induction which covers building security, evacuation procedure, safety systems, cleaning requirements, and equipment usage. Induction time will be given at time of booking. Photo identification will be required before giving security card. All security cards must be collected and inductions during Venue hire office hours.

An appointment is essential and no security card will be issued unless the bond has been paid, insurance certificate received, and casual hirers must have paid the hire costs.

After hours hirers: The Security card with retractable clip/lanyard are to be put in the black box located next to the alarm keypad at the end of hire.

8. Alarm activations (Security and/or Fire)

All doors to hired rooms must be closed at end of hire and building must be vacated by Midnight no later than 1215am for late hires as automatic alarming will occur at that time.

Should an alarm be activated accidentally the Security company should be contacted without delay or they will despatch a patrol vehicle to check the premises. The call out fee of \$220 will be deducted from your Bond in these instances.

Please note regular and/or helium balloons are not allowed at the Centre. If they become loose and fly to the roof, they set off the alarms.

Should the fire alarm be activated by a hirer without due cause and the MFS/CFS attend, the Neighbourhood Centre reserves the right to pass this cost onto the hirer (current call out & attendance fee is \$900).

9. Cleaning

Setting up, cleaning, putting away of chairs and tables, washing and putting away crockery and cutlery, sweeping and mopping floors, cleaning the kitchen facilities used, and removing rubbish is your responsibility.

Cleaning fees will be charged as follows and deducted from the bond or added to the invoice:

- Minor cleaning (such as cleaning the trolley or sinks and washing cups and glasses):
 - WMVNC business hours - \$30.00 per half hour
 - After-hours - \$30.00 per half hour + \$30 administration fee

- Other cleaning (such as, but not limited to, sweeping, mopping, removing rubbish, cleaning tables, cleaning common areas, etc):
 - Commercial cleaning fees will apply (during and out of business hours) + \$30 administration fee

In the event a commercial cleaner cannot attend prior to the next booking in the affected room/s and a staff member or volunteer in attendance must carry out the cleaning, the following charges apply:

- WMVNC business hours - \$45 per half hour + \$30 administration fee
- After-hours - current penalty rates for a minimum of 3 hours + \$30 administration fee

In the event that a room is unable to be used by the subsequent hirer due to cleaning required and/or damage, the cleaning fees, damage, and loss of income will be charged.

If upon arrival to the room that you are hiring is not clean, please notify reception, or if out of hours hire please take photos and provide them to the Venue Hire Officer venuehire@wmvnc.org.au

10. Setting and Packing Up

We allow a complimentary 15 minutes either side of your booking for set up and pack. Any additional time required must be factored into your booking times.

Please note that you must vacate the building by no later than 12:15am, and no loud noise is permitted after 12 midnight.

11. Cancellations

All cancellations must be submitted in writing to the Venue Hire Officer (an email is sufficient).

Cancellations for the use of the Centre's rooms are required 14 days prior to the event/activity for a full refund.

A cancellation fee of 75% of the room hire fee applies to cancellations less than 14 days.

Cancellations with less than 48 hrs notice incur full room hire charges.

* For Creche bookings, the above cancellation policy relates to the room hire only. Creche bookings with staff hired through the Centre (see section 13), must be cancelled in writing no later than 14 days in advance. Full costs for staffing will apply for any Creche cancellations made within 14 days of the booking.

GENERAL TERMS

12. Alcohol

If alcohol is to be consumed on the premises a risk assessment will be conducted. Security guards may be required to be hired, and a higher bond may apply (see section 4).

Alcohol cannot be sold without a current liquor license to do so on the premises.

** It is illegal for people under 18 years to consume alcohol on the premises.*

13. Children's activities and functions

All organisations providing services to children under 18 years are required to have appropriate child safe policies in place, conduct related employment screening, and lodge a Child Safe Environments Compliance Declaration **prior** to making a booking <https://dhs.sa.gov.au/services/community-and-family-services/child-safe-environments/lodging-your-child-safe-environments-compliance-statement>

14. Crèche

The Crèche can be hired independently without staff. By request, the Venue Hire Officer may arrange a qualified child care worker employed by the Centre for Creche bookings, and is pending availability. The fees are as per current wage agreements and charged in addition to room hire costs. The hirer will be responsible for providing volunteer/s to fulfil best practice child/carer ratios.

Please refer to section 10 for crèche cancellation policy.

15. Electrical Equipment

Any electrical equipment brought into the Centre must be in sound working order and tested and tagged so that it complies with Australian Government Safety Standards AS3760. Please contact the Venue Hire Officer for further information.

16. Emergency Evacuation and Work Health and Safety Responsibilities.

Each client is responsible to ensure their group is aware of the fire and emergency procedures on the wall of each hire room and follows safe work procedures when moving equipment or cleaning. Orientation to evacuation procedures is provided at the induction, prior to the first hire date.

Hirer's are not permitted to prop open exterior doors to the building. This poses a serious security risk to users of the Centre and the property. Security patrols of the premises are made regularly, and hirers' found to be leaving doors unsecured by security staff, risk a call-out fee and/or any ongoing bookings being cancelled.

17. First Aid

Please provide your own first aid kit outside office hours of 9:00am – 4:00pm week days. Inside these hours, first aid is available from the Neighbourhood Centre Reception. Any incident should be recorded on the yellow incident report form available in each room and given to Neighbourhood Centre staff immediately or advise within 12 hours.

18. Kitchen Facilities

The fully equipped kitchen may be booked independently or in conjunction with other spaces.

19. Long Term Bookings

Long term bookings are made for a **maximum of 6 months and only for the current calendar year**. Please note that the rooms you have booked may not be available indefinitely. All bookings and price schedules are reviewed at the end of the contract.

20. Medical Incidents

In the event of a medical incident, Centre Staff and volunteers will follow First Aid principals, which may include the calling of SA Ambulance. Any associated costs will be the responsibility of the patient.

21. Privacy

A full copy of the Woodcroft Morphett Vale Neighbourhood Centre's Privacy Policy (Confidentiality and Privacy Operating Procedure) is available on the Centre's website via <http://www.wmvnc.org.au>, or by request at the Centre.

Excerpt

The Centre will:

- only collect information that is necessary for the performance and primary function of the Centre.
- notify people about why we collect the information and how it is administered.
- notify people that this information is accessible to them.

Room hire Booking calendar is available for public view by the public online. Venue Hire application form has a tick box for your booking to be listed as Private Hire or listed with hirers Organisation Name.

22. Room Facilities

Each meeting room has tables, chairs, Wi-Fi, data projector, screen and audio. Rooms 1 and 2 are provided with a mobile whiteboard, trolleys with an urn, coffee and tea easily transportable to large kitchen if booked. Rooms 3, 6 and creche also include tea and coffee along with a small fridge and sink. All hirers are to supply their own milk and tea towels. Rooms 3,4,5 and 6 have fixed whiteboards. Hirers must supply their own whiteboard markers. **The foyer and street areas of the building are not included in room hire and may not be used for any activity at any time.** The exception is for a major public event where alcohol is not available, staff are present, and negotiated by the Venue Hire Officer with Library staff.

23. (Waste Avoidance) Act 2020.

The event host acknowledges and agrees to an **event free from Balloons**, Plastic Straws, Plastic Cutlery, Plastic Beverage Stirrers and Polystyrene Cups, Bowls and Plates including to comply with the *Single-Use and Other Plastic Products (Waste Avoidance) Act 2020*. By avoiding waste and shifting to reusable, recyclable and/or compostable alternatives we are ensuring the best environmental outcome and taking a positive step to avoiding waste, pollution, litter and harm to marine life and the environment. For more information please visit www.replacethewaste.sa.gov.au.

Please note that this building is the premier green building in the City of Onkaparinga and as such we would appreciate you using recyclable materials and our crockery as much as possible to reduce non-recyclable waste.

24. Room Hire Feedback

Please complete a feedback form, these can be returned to reception with the security card. Staff can provide you with a form when you return the security card if this is more convenient. This feedback form is also available online at the Venue Hire section of the web page.

www.wmvnc.org.au/venue-hire

25. Smoking and Smoke Machines

The Woodcroft Community Centre is a non-smoking venue. No smoking is permitted on the property. Smoke machines are not permitted in the building as they will set off the Centre's fire alarms.

Candles are also not permitted (birthday candles are an exception).

26. Storage

No storage space is available for your equipment in the Centre.

27. Telephone

There is no public phone available in the building.

28. Waiver

It is the client's responsibility to inform their participants or guests about emergency procedures, any safety issues and acceptable use of the facilities.

29. Jumpy Castle and Petting Zoo

Unfortunately we are unable to have jumpy castles as the Centre. Petting Zoos are not allowed inside the Centre, however upon application may be approved in external areas – application depending.

30. Authorised Assistance Dogs

Only Authorised Assistance dogs are able to come into the Centre.

[Dog and Cat Management Act 1995 \(SA\) s 81](#)]. It is an offence to claim that a dog is an assistance dog unless it is accredited under the Act or covered by the [Disability Discrimination Act 1992](#)

Woodcroft Morphett Vale Neighbourhood Centre

OPERATING PROCEDURE

SUBJECT:

Code of Conduct

The Centre's Code of Conduct sets the minimum requirements of behaviour for Management Committee members, staff, volunteers, contractors, facilitators/tutors, external organisations and Centre users. To obtain a copy of the full operating procedure, please enquire at Reception.

Everyone - General Conduct

- You will treat others with dignity, respect, sensitivity and fairness.
- You will act lawfully, honestly and exercise a reasonable degree of care and diligence
- You will conduct yourself in a manner that most people would find reasonable
- You will avoid behaviour that could constitute an unlawful act or an act of disorder.

You have the right to question any decision or instruction which you think may be unethical or unlawful. If you are uncertain about an action or decision, you should seek further advice.

Everyone – Alcohol and Drugs

You will not:

- possess, sell, distribute or consume prohibited drugs while at the Centre or involved in Centre activities
- be affected by alcohol or prohibited drugs.

Everyone - Conflict of Interest

A conflict of interests exists when you could be influenced, or a reasonable person would perceive that you could be influenced, by a personal interest in your dealings with the Centre or people involved with the Centre.

Everyone - Access to information and resources

You must protect confidential information

Everyone - Use of Centre resources

You will use the Centre's resources ethically, effectively, efficiently and carefully and will not use resources for private purposes without permission of the Management Committee or their delegate.

Everyone – Reporting suspected breaches

You should report suspected breaches of this Code of Conduct to the Management Committee who will act in accordance with the approved Procedures.

WMVNC Venue Hire Fee Schedule - effective January 2023

| | | | | |
|---|---|---|-------------------------------------|--|
| Security Bond, all clients | 9 am to 4 pm when the Centre is open - \$50.00 Bond | After 4pm and when the Centre is closed a risk assessment will be undertaken to determine the bond amount (\$300 - \$1000) and security requirement. <i>A liquor license and security guards may be required for events providing alcohol.</i> | | |
| Public liability insurance, all clients | Businesses/Organisations - Copy of Certificate of Currency Private functions/some community groups - \$15.00 Risk Management Fee from Council, to access the Council's Public Liability Policy, depends on activity. | | | |
| Hire Prices (Full hourly rate applies for part hour bookings) | | Client type | | Notes |
| Venue | Approx size/floor type/capacity Table size – 180cm x 75 cm | Community, support, health and wellbeing agencies and Regular groups | One off Hirer Social Events | Data projectors (hirer to provide VGA/audio cables), WiFi access available |
| Room 1 <i>(10 tables, 50 chairs)</i> | 8.5 x 11 x 2.6, Tiled Floor, 30 Presentation Style 40 Seated Meal Style 40 Workshop Style 50 Theatre style | \$24 per hour \$168 per 8 hr day | \$30 per hour \$210 per 8 hr day | Shared kitchen access/drinks trolley |
| Room 2 <i>(10 tables, 50 chairs)</i> | 8.5 x 11 x 2.6, Tiled Floor, 30 Presentation Style 40 Seated Meal Style 40 Workshop Style 50 Theatre style | \$24 per hour \$168 per 8 hr day | \$30 per hour \$210 per 8 hr day | Shared kitchen access/drinks trolley |
| Room 1 and 2 <i>(20 tables, 100 chairs)</i> | 17 x 11 x 2.6, Tiled Floor, 60 Presentation Style 80 Seated Meal Style 80 Workshop Style 100 Theatre style | \$42 per hour \$294 per 8 hr day | \$50 per hour \$350 per 8 hr day | Kitchen included/drinks trolley |
| Room 3 <i>(8 tables, 30 chairs)</i> | 10 x 6 x 2.8, Carpet Floor, 20 Presentation Style 22 Workshop Style 30 Theatre style | \$20 per hour \$140 per 8 hr day | \$25 per hour \$175 per 8 hr day | Drinks kitchen, mini fridge |
| Room 4 <i>(4 tables, 20 chairs)</i> | 9 x 10 x 2.8, Marmoleum Floor, 20 Participants FITNESS ROOM | \$18 per hour FITNESS \$20 per hour | \$25 per hour \$175 per 8 hr day | Fitness Room |
| Room 5 <i>(8 tables, 30 chairs)</i> | 12 x 6 x 2.8, Marmoleum Floor, 16 Presentation Style 20 Workshop Style 30 Theatre style | \$18 per hour \$126 per 8 hr day | \$22 per hour \$154 per 8 hr day | No drinks trolley or sink |
| Room 6 <i>(15 short trestle tables, 30 chairs)</i> | 12 x 6 x 2.8, Marmoleum Floor, 24 Presentation Style 24 Workshop Style 30 Theatre style | \$20 per hour \$140 per 8 hr day | \$25 per hour \$175 per 8 hr day | Drinks kitchen, microwave, mini fridge |
| Main Kitchen | When hired separately for cooking activities | \$40 per hour \$280 per 8 hr day | \$45 per hour \$315 per 8 hr day | Cooktops, ovens, microwave, dishwasher |
| Small Office | 3 x 2 x 2.6, Marmoleum Floor, 3 Seated | \$14 per hour \$98 per 8 hr day | \$14 per hour \$98 per 8 hr day | Desk |
| Office 4 | 4.4 x 3 x 2.5 Carpet Floor 4 Seated | \$16 per hour \$112 per 8 hr day | \$17 per hour \$119 per 8 hr day | Desk and small table |
| Computer Training Room | Carpet Floor 6 Seated | \$26 per hour \$182 per 8 hr day | \$26 per hour \$182 per 8 hr day | 6 desktop computers |
| Crèche (unstaffed) | 14 People in the room | \$25 per hour \$175 per 8 hr day | \$30 per hour \$210 per 8 hr day | Fenced, outdoor play area, childrens' chairs and tables. Limited toys. Baby change facilities. |



Car Park and Bus Stops
175 Bains Rd, Morphett Vale
Bus Stop 48