

Frankston North Community Centre - 2019



Meeting Room Hire Information and Guidelines

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Application to Use:

Application to use meeting rooms is made in writing using the Room Booking Application Form. Priority is given to local community groups and not-for-profit organisations. Rooms may be hired for meetings, community education, training and cultural programs.

Booking Time:

Outside hours bookings (after 5pm and weekend) are subject to approval and will require the user group to be provided with security access.

When a room is booked, the booking time requested must allow for and include setting up and for cleaning up the room at the end of the event. The time required for setting up prior to a function and for cleaning up after is part of the event and will be paid for by the hirer. Failure to adhere to agreed times may result in clashes in bookings and security issues.

Cancellation of Bookings:

By The Hirer: Should any hirer desire to cancel their booking, Frankston North Community Centre will not be liable to refund the hire fees paid unless notified in writing to that effect at least seven (7) clear days prior to the booking date.

By Frankston North Community Centre: Frankston North Community Centre management reserves the right to cancel any booking. However, should it be necessary to cancel any booking, all fees paid for room use will be refunded.

User's Responsibilities:

The user group or individual will be responsible for:

- Provision of own crockery and refreshments, eg. coffee, tea, milk, sugar
- Returning furniture and equipment to original positions
- Removal of leftover food, drinks and equipment
- Removal of all rubbish (a fee will be charged to the hirer determined by the Centre)
- Turn off all lights and heating/cooling. If heating/cooling is left on an extra charge maybe incurred by your group.

At the close of activities the hirer is required to place, in a clean condition, all chairs and tables in the position in which they were found. All decorative material and any broken material including glass shall be removed. All tables, chairs, walls and floors are to be left to the standard that they were in when leaving the room. This applies to any spillages to be mopped up and all food, loose dirt, rubbish, grease, wax or any other substances removed. Lights and heaters are to be turned off before leaving the centre.

Should additional cleaning be required to return the venue to a usable condition, the hirer will be required to pay all extra costs.

Damage and the User's Responsibility:

The Room user shall be responsible for the costs of repairing all damage to the building, fixtures, fittings, and contents (fair wear and tear accepted) incurred during the hire of the venue.

The floors, walls, windows, blinds or any other part of the building or any fittings or furniture, shall not be broken, pierced by nails or screws or in any such manner or in any other way damaged, and no notice, sign, advertisement, decorations, electric light installation or fittings of any kind shall be erected in the building, brought into the building or attached or affixed to the walls, doors or any other portion of the buildings fittings of furniture without prior consent of the Manager. If consent is granted, these together with any appliances or fittings, shall be removed immediately from the building on termination of the hire.

Insurance:

A copy of your Certificate of Currency for Public Liability Insurance must be attached to the Room Hire Application Form.

If you do not have Public Liability Insurance, Council may be able to provide insurance for a fee of \$15.00 per session.

Please discuss this with Administration staff before completing the Room Hire Application Form.

Car Parking

Car parking is available at the front and rear of the Centre. Please – do not park in the Pines Shopping Precinct.

Liquor:

Alcohol is not permitted in or around the premises.

Smoking:

Smoking is not allowed within the Community Centre. This includes within the gardens, internal courtyard and within 20 metres of the main front entrance.

Security:

If your booking extends outside regular Community Centre hours the room hirer must ensure they receive the required access pass and security procedures.

Other Restrictions:

- Playing of amplified music must be negotiated with Centre Management
- No pets permitted (assistive dogs allowed)
- No candles or sparklers permitted
- No behaviour that would cause disruption or disturbance to neighbours.

Should any problems arise after hours in the building, with security or other urgent issues please call Frankston City Council (after hour's number): **1 300 322 322**

Car Parking at Frankston North Community Centre

