



JoonDalup
family centre

VENUE HIRE POLICY AND GUIDELINES

DEFINITIONS

In this agreement the following meanings apply:

“BUILDING” – includes the inside building and outside perimeter, rear and front. “CANCELLATION OF HIRE ARRANGEMENT” - when a Permanent or Casual User no longer occupies a space, vacates or cancels a hire arrangement.

“COMMITTEE” means the committee of Management elected under the Constitution of the Joondalup Family Centre.

“CASUAL USERS” – A recognized organization, group or individual person/s who have made application to hire the Joondalup Family Centre on a casual basis, for a meeting, party or one off occasion.

"FACILITY" means that part of the Joondalup Family Centre premises hired to the Hirer; “FACILITIES FOR VENUE HIRE” include Television, Video player, Whiteboard, Chairs, Tables & Kitchen facilities.

"FUNCTION" means any event function or program of any description to be conducted in the Facility.

“HIRERS” – refers to Permanent Service Providers and Casual Centre Users. "Hirer" means the person whose name appears on the booking.

“APPLICATION TO HIRE” - the organisation on whose behalf the Hirer is entering into this agreement

“PERMANENT CENTRE USERS” – A recognized organization, group or individual person/s who have made application to hire the Joondalup Family Centre on an on-going basis. Renewal of hire arrangements will be made on an annual basis.

“ROOMS AVAILABLE FOR HIRE” – includes Activity Room 1, Activity Room 2, the Kitchen and the Meeting Room. All rooms have dividing walls and can be opened and closed depending on nature of hire arrangements.

“VACANCY” – a space, position or place that is vacant.

CENTRE SECURITY

In the case of an emergency, please follow the procedures listed on the Evacuation Guides posted around the Centre.

The Centre Office phone number is 9300 3036.

After hours

Joondalup Security Watch 1300 655 860

Crime Stoppers 1800 333 000

Joondalup Police Station (24 hours) 9400 0888

KEYS

1. The JFC Office Staff are responsible for issuing keys and ensuring the Key Register is kept updated.
2. Persons in possession of keys will be required to sign an additional form assuming responsibility and assuring that in the event of lost keys, it will be the hirer's responsibility to pay for the cost of new replacement keys and/or locks.
3. The Hirer MUST ensure that keys issued are not duplicated. The key is not transferable and MUST NOT be given to another person. If any additional keys are required they should be requested in writing to the Management Committee specifying the reasons.
4. Keys must be returned to the Office Staff at the conclusion of a Hire Arrangement. All Bond monies will be held until the key is returned.
5. Keys cannot be transferred to another person. This can only be arranged with office staff.

CHANGES TO HIRE ARRANGEMENTS

1. All Centre Users must notify the Office Staff immediately of any changes to hire arrangements. Any changes to times of sessions will need to put in writing by the completion of an additional "Application to Hire" form and discussed by the Programs and Services Manager to ensure there is not overlap with other user groups.
2. If a service provider wishes to make application to hire the centre at a new day and/or time, or book additional venue hire or meetings, they will need to complete another "Application to Hire" form (provided there is a vacancy). This will be subject to Programs and Services Manager approval.
3. Cancellation of hire arrangements will need to be notified to the Programs and Services Manager immediately. Permanent Users are required to give 30 days' notice. Failure to give notice, will incur hire charges until notification is received.
4. Once a room becomes vacant, the Programs and Services Manager has the responsibility of offering the room to another interested Centre user. Centre users must ensure the facilities are occupied and used for the purpose set out in the completed booking form.
5. Any Centre User that contravenes any of the above policy guidelines will have the particular matter brought before the Management Committee. The Management Committee reserves the right to cancel further use of the Joondalup Family Centre or terminate any hire arrangement if it is not in the best interest of the Joondalup Family Centre.

INSURANCE COVER

The Joondalup Family Centre is insured for Public Liability and Volunteers at the centre. Permanent Centre Users are required to provide their own Property Insurance to cover goods owned by the Service Provider. Permanent Centre Users who are at risk shall obtain and keep current Public Liability Insurance cover to an amount of not less than \$10,000,000.

FEE POLICY

1. All Hirers of the Joondalup Family Centre are subject to the payment of hire charges. The Management Committee will consider applications from user groups to vary hire charges if there is some hardship or difficulty in meeting costs. Applications for variations must be in writing.
2. Discounts may apply to venue hire for non-profit tax deductible charitable organisations and for events deemed as "community service". The discounts to apply will be at the discretion of the Joondalup Family Centre Management Committee in accordance with the guidelines and will depend upon the circumstances in each case.
3. Casual hirers require payment of a bond upfront and full payment at least 2 weeks before the day of the booking to secure. If a key is required, the hirer will be held responsible for the key and the bond will only be returned once the keys are returned and the venue is left in a satisfactory manner within two (2) weeks of the booking date.
4. Cancellation of hire arrangements will need to be notified to the Office Staff immediately. If a booking is cancelled by the hirer, any deposit paid by the hirer maybe forfeited if the booking is not cancelled within 7 days prior to the hire date. In Special circumstances, the Committee may authorize repayment of fees to the hirer. Permanent centre users are required to give at least 30 days' notice. Failure to give notice, will incur hire charges until notification is received.
5. Permanent centre users are required to make payment of fees promptly and should be paid within 14 days of receipt of the Invoice. A \$10 late fee will apply every 14 days a payment is late.
6. All fees are subject to increases from year to year, as the Management Committee determines.
7. Set up and clean up time must be included in hours of hire.

The Hirer will pay on invoice:

- The extra costs of any labour, equipment or services used in addition to those booked and described above. (e.g. office costs).
- The labour, materials costs of cleaning, repair and restoration of the Venue, its fittings, equipment, furniture carpets or other property, necessary by any Hirer's negligence or breach of these terms.

CHECK POINTS WHEN HIRING CENTRE

- Turn on lights, urn, air conditioner, fans if required. Light keys should be left in the locks. **DO NOT change the air conditioner cooling setting from 24 degrees and Auto.** This could result in water build up and dripping into the room.
- Cups, plates, oven trays, and cutlery are all supplied in kitchen area. Extra tea towels and garbage bags are in draws in the kitchen.
- Tables and chairs are in the storeroom (meeting room and Activity Room 2)
- When leaving centre turn off all electrical appliances (urn, kettle, oven, microwave) and unplugged from wall sockets.
- Place all rubbish in general waste and recycling bins, located outside the Child Health Clinic by the car park.
- Turn off air conditioners.
- Make sure all rear exit doors are locked and secure with all latches in place.
- Turn off all lights in rooms and toilets with keys.
- Make sure all floors, benches, carpets, mats are left clean as found on arrival. Cleaning equipment, including vacuum and brooms are located in the ACT 2 Storeroom and in the kitchen. Please advice Office Staff via email if cleaning supplies need to be replaced.
- Vacuum Mop floors if required.
- Stack all chairs in storeroom, and all tables correctly on table trolley.
- Ensure that all doors are securely locked.
- Please leave the front foyer lights on from 6pm (located next to centre office).
- Return keys to mailbox in the centre carpark for bond refund or drop in box in kitchen.
- Report any damage to the Programs and Services Manager as soon as possible.

JFC Contact Details

Programs and Services Manager: manager@joondalupfamilycentre.com.au

Administration: admin@joondalupfamilycentre.com.au

Office is located at 25 Jolstra Crs, Joondalup WA 6027 and is open 9am – 1pm weekdays

PLEASE READ THIS POLICY CAREFULLY AND ACKNOWLEDGE YOU AGREE TO THE TERMS OUTLINED BEFORE CONFIRMING YOUR BOOKING. IF YOU WISH TO RECEIVE THIS INFORMATION IN ANOTHER LANGUAGE OR REQUIRE AN AUDIO RECORDING, PLEASE CONTACT THE JOONDALUP FAMILY CENTRE OFFICE TO DISCUSS.

Thank you for using the Joondalup Family Centre,

As a consideration to other users, and the staff of the JFC, please ensure the room is left clean and furniture returned to its correct place.

Your assistance is appreciated.

