



Rules and Conditions Of Hire

General Conditions

- The Management Committee reserves the right to refuse admission to any person or groups that are deemed unsuitable.
- Rooms are available for hire between 8 am and 10 pm. Use outside of these times can be negotiated with the Manager.
- Any problems with equipment or building, and any incidents or accidents must be communicated to the Manager as soon as possible (contact number will be provided upon confirmation of booking).
- Any damage incurred by the hirer will be deducted from the security bond. Any damage beyond the bond amount will be charged to the hirer.
- Members of any hirer group (other than those that are considered as part of the Family Centre's programs) are not covered by Armadale Community Family Centre for claims that may arise through the activities of the group. It is the responsibility of each group to arrange its own insurance cover.
- Permission must be obtained from the Management Committee to place objects on the wall or take objects off the wall.
- Tables must be protected at all times. Tables are to be covered with a plastic table cloth or paper during all craft activities when products which stain are used. A cutting board must be used with scalpels.
- Hirers must leave the Centre as they found it. All tables and chairs must be returned to their storage positions. Hirers may incur an additional cost if this is not done

Hirers have access to;

- The kitchen, foyer and rear playgrounds
- Television and dvd when required.
- Limited storage is available for regular groups. Possessions left in the communal store rooms or activity and meeting rooms are stored at the owners' risk.

Bookings

- For casual hirers the rental fee is to be paid at least 7 days prior to the commencement of the booking period. If not paid, the booking may be cancelled.
- Regular and long term hirers will be billed at the beginning of each term.
- Booking details must be confirmed one business day before the booking date. Keys (if required) will be issued at this time. .
- Security and/or Key bonds can be paid at the time the rental fee is paid or at the time of booking confirmation.
- Bookings will only be accepted on the booking form available from the website or the Family Centre's office.



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- Hirers will be refunded the bond paid at the end of their hiring period, subject to any charges for damage, extra cleaning, etc.
- Subject to the approval of the Committee, special contracts are available to non-profit community groups. A community group is defined as one that is open to the public, and has public participation in its operation. Where the classification of a group is unclear, the booking officer or a delegate of the Committee will decide it. Disputes may be taken to the Committee
- Regular hirers cancelling their booking must give written notice 4 weeks prior to the end of the booking. Failure to do so may result in the group being liable for the rent for the next term or until a replacement can be found.
- Any changes in the arrangements of hire (e.g. person responsible for hire, hours of hire, etc), however temporary, need to be advised to Centre management in writing.
- Regular user groups will be notified of any increase in rental charges at least one month prior to the start of a new term

Prohibited In the Centre

- The consumption, serving or selling of alcohol or any illegal substances is prohibited at the Centre or surrounding areas. Alcohol may be served in restricted circumstances by special written permission of the Management Committee. It is the responsibility of the hirer to ensure that alcohol is not served to minors.
- The Centre and grounds are a SMOKE FREE ZONE (this is a Department for Communities regulation)

Responsibilities of the Hirer

- The hirer must be aged 25 years or over. Anyone under the age of 25 years must provide a guarantor who is willing to take responsibility for the hire of the Centre and must be present during the time of hire
- The person responsible for hiring the Centre assumes overall responsibility for the Centre and for the behaviour of all persons in their group while in the Centre. They must be present at all times. Permission is needed to hand this responsibility to someone else, even temporarily.
- **There are three areas of responsibility:**
 - **Rental:** ensure that all rent money is paid by the hirer
 - **Security:** Take responsibility for the security of the building while it is in use. If the group is the last to leave the building, they are responsible for ensuring that all windows, doors and sheds are locked, and the security alarm is properly set. A refundable key deposit is to be paid for front door, window, and storeroom keys. No copies are to be made. The hirer will bear any charges resulting from neglect to secure the premises (e.g. call out of security company, damage to the building, yard or equipment, etc).
 - **Cleaning:** Ensure that the Centre is left in the same state as it was received. Where the Centre is not returned to a satisfactory condition, a cleaner will be employed and the cost will be deducted from the bond. Any cleaning costs beyond the bond amount will be charged to the hirer. The Centre's mop, broom and vacuum cleaner are available for use. Regular groups are to provide and maintain their own cleaning materials. Light rubbish can be placed in the Centre's bin at the front of the building. Larger volumes of rubbish must be disposed of privately.