



Noble Park Community Centre Inc
 Memorial Drive, Noble Park 3174
 info@nobleparkcommunitycentre.org.au
 Ph 9547 5801 ABN 91 456 978 047

ONGOING USE AGREEMENT - 1ST JULY 2020 – 31ST DECEMBER

Please note this agreement will only be a 6-month contract from 1st July 2020 – 31st December 2020.

ORGANISATION DETAILS			
Organisation			
Address			
Suburb		Postcode	
Postal Address			
Suburb		Postcode	
Email			
Phone		ABN	
Is the Organisation Incorporated?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Registration No.	
Incorporated associations must provide a copy of their incorporation certificate.			
Does the Organisation hold a Public Liability Insurance policy?	<input type="checkbox"/> NO <input type="checkbox"/> YES	Insurer	
		Policy No.	
		Expiry Date / / 20	Time:
All hirers must hold a PLI policy & provide a copy of their Certificate of Currency.			
Is the organisation an RTO?	<input type="checkbox"/> NO <input type="checkbox"/> YES	RTO Provide Number:	
Is the Organisation a not for profit?	<input type="checkbox"/> NO <input type="checkbox"/> YES	<i>(Must provide proof of NFP status)</i>	
CONTACT DETAILS			
Contact			
Position			
Phone		Mobile	
Email			
Accounts Payable Contact		Phone	
Email for invoicing			
HIRE			
Purpose of Hire	<input type="checkbox"/> Sport Training/Practice		<input type="checkbox"/> Education/Training
	<input type="checkbox"/> Cultural/Religious Meeting		<input type="checkbox"/> Support/Community Services
	<input type="checkbox"/> Other (Please specify):		
Number of people expected per session (Est.)			
Name of class (if applicable)			
Dates of Use (from 1 st July - 31 st December)	/ / 20	to	/ / 20
Will you use the Centre during Term School Holidays?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Will you use the Centre on Public Holidays?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	



ROOM, DAY & TIME REQUIRED (must include set up & pack)

Room	Day	Start Time	Finish Time	Total Hours	Facilitator/ Group Leader/ Trainer
Hall (Max 300) Rates – incl GST \$21 /hr - NFP \$31 /hr - Standard	<input type="checkbox"/> Monday				
	<input type="checkbox"/> Tuesday				
	<input type="checkbox"/> Wednesday				
	<input type="checkbox"/> Thursday				
	<input type="checkbox"/> Friday				
	<input type="checkbox"/> Saturday				
	<input type="checkbox"/> Sunday				
Meeting Room (Max 12) Rates – incl GST \$17/Hr – NFP \$27/hr - Standard	<input type="checkbox"/> Monday				
	<input type="checkbox"/> Tuesday				
	<input type="checkbox"/> Wednesday				
	<input type="checkbox"/> Thursday				
	<input type="checkbox"/> Friday				
	<input type="checkbox"/> Saturday				
	<input type="checkbox"/> Sunday				
Multi-Purpose Room (Max 25) Rates – incl GST \$18/Hr – NFP \$28/hr - Standard	<input type="checkbox"/> Monday				
	<input type="checkbox"/> Tuesday				
	<input type="checkbox"/> Wednesday				
	<input type="checkbox"/> Thursday				
	<input type="checkbox"/> Friday				
	<input type="checkbox"/> Saturday				
	<input type="checkbox"/> Sunday				
Kitchen (Max 10) Rates – incl GST \$20/Hr – NFP \$30/hr - Standard	<input type="checkbox"/> Monday				
	<input type="checkbox"/> Tuesday				
	<input type="checkbox"/> Wednesday				
	<input type="checkbox"/> Thursday				
	<input type="checkbox"/> Friday				
	<input type="checkbox"/> Saturday				
	<input type="checkbox"/> Sunday				
Istrian Club Room (Max 40) Rates – incl GST \$26/Hr – NFP \$36/hr - Standard	<input type="checkbox"/> Monday				
	<input type="checkbox"/> Tuesday				
	<input type="checkbox"/> Wednesday				
	<input type="checkbox"/> Thursday				
	<input type="checkbox"/> Friday				
	<input type="checkbox"/> Saturday				
	<input type="checkbox"/> Sunday				



Noble Park Community Centre Inc
 Memorial Drive, Noble Park 3174
 info@nobleparkcommunitycentre.org.au
 Ph 9547 5801 ABN 91 456 978 047

PLEASE PLACE AN 'X' ON EACH REQUIRED DATE

July 2020						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2020						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2020						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2020						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2020						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2020						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

HIRE FEES

Room	Cost	Hours per week							Total Cost
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Hall	<input type="checkbox"/> \$21/Hr <input type="checkbox"/> \$31/hr								
Meeting Room	<input type="checkbox"/> \$17/Hr <input type="checkbox"/> \$27/hr								
Multi-Purpose Room	<input type="checkbox"/> \$18/Hr <input type="checkbox"/> \$28/hr								
Kitchen	<input type="checkbox"/> \$20/Hr <input type="checkbox"/> \$30/hr								
Istrian Club Room	<input type="checkbox"/> \$26/Hr <input type="checkbox"/> \$36/hr								
Total Per week									

ADDITIONAL HIRE CONTACTS

Includes Facilitators, Trainers, Key holders to be contacted in case of short notice cancellation or emergency

Name	Title	Phone	FOB No.



NOTES

CONDITIONS OF HIRE

1. Please complete and return the copy of the Hiring Agreement at the beginning of your hire.
2. The person who signs the *Ongoing Use Agreement* shall be considered the Hirer and will Be responsible for the group and its participants whilst using the Noble Park Community Centre.
3. Any damage in, or to the Centre and/or its furnishings, and equipment is the responsibility of the Hirer. The cost of repairs shall be charged to the Hirer. Any damage or repairs to the Centre and its furnishings or equipment could also lead to the instant dismissal of the Use Agreement, whereby the Committee of Governance and staff deem applicable.
4. The Committee of Governance and/or owner of the Centre shall not in any way be held responsible for any loss or damage to any property arising out of the hiring. They shall not be responsible for any loss, damage or injury which may be incurred by, or happen to, any person or persons in the Centre during the hiring, arising from any cause whatsoever. The centre will not be responsible for any loss due to breakdown of machinery, failure of supply of power, leakage of water, fire, government restrictions or environmental/natural occurrences which may arise out of the hire or which may be made by any person patronising the Centre during the hiring in respect of such loss, damage or injury.
5. Hiring times must be strictly adhered to as set out in the Use Agreement. Any extra time used above the stated hours will be deemed as part of the hiring hours and the Hirer charged accordingly. Hiring hours are to include setting up and cleaning up the Centre. The Hirer will not attend the Centre more than 15 minutes prior to agreed hire time.
6. Additional hire must be requested via email at least 2 days prior to the required time by the contact listed on the Use Agreement. No other contact within the organisation has authority to make additional bookings other than the listed contacts.
7. The Hirer will be charged for their booking whether they attend the Centre in the agreed time or not.
8. The Hirer shall:
 - 8.1 Enter and vacate the facility within the specified time and leave it in a condition satisfactory to the Committee of Governance.
 - 8.2 Conserve energy by using minimum lighting and heating.

- 8.3 Be courteous to our neighbours by ensuring that noise and music is kept to a minimum and making sure all doors are closed at all times so noise is not projected outwardly. Noise complaints due to the Hirers actions may result in a fee at the Centre's discretion.
- 8.4 Ensure areas and equipment used are cleaned and floors swept.
 1. Use only a damp cloth on floors and spot clean spillage areas
 2. Use warm water only
 3. Do not use any cleaning agent or detergent on any floor surface in the Centre
 4. Do not use excess water on any floors in the Centre
- 8.5 Supervise children at all times.
- 8.6 Report any incidents whereby the Hirer damages part of the centre or its equipment or furnishings, they recognise damage not caused by the hirer, medical incidents requiring first aid, or any unlawful behaviour.
- 8.7 Remove any decorations and other items used during time.
- 8.8 Place excess rubbish in bins outside back entrance of the Centre.
- 8.9 Only use the area/s designated in the Use Agreement.
9. *The Hirer shall **NOT**:*
 - 9.1 Sub-let the facility or any part thereof.
 - 9.2 Access the office without staff approval.
 - 9.3 Allow its members, users and staff to smoke within 10 meters of the perimeter of the centre including in the backyard.
 - 9.4 Allow its members and user to interfere with the Community Garden, including the picking of flowers and plants.
 - 9.5 Allow the drinking of alcohol to persons under 18 years of age.
 - 9.6 Allow gambling or disorderly behaviour of any kind in the Centre and surrounds.
 - 9.7 Allow illegal activities to be conducted in the Centre.
10. A Liquor Licence must be obtained if selling alcohol and displayed at Centre in the kitchen.
11. The Committee of Governance reserves the right for Committee Members and staff to enter the Centre at any time, without notice.
12. Where a Centre key is issued to the Hirer, it is the Hirer's responsibility for the safekeeping of the key. Loss of key/s will result in a charge of \$50 for each key lost.
13. At the Committee of Governance's discretion, a penalty charge may be applicable to the Hirer in case of cancellation of any booking dates.
14. The hirer agrees that the Noble Park Community Centre has the right to cancel a booking without notice, in the event of power failure, equipment failure, industrial dispute, or any other cause or event.
15. If the Centre is used for a special event by the Hirer, other than the stated purpose of hire,



e.g. special celebration in the form of a function, it is the Hirer's responsibility to ensure that the facility is left in a clean and tidy state, with all rubbish disposed of. A hiring fee is applicable for use of the kitchen for food preparation, cooking and catering on a large scale, i.e. functions, lunches, special celebrations.

16. If your group would like to access the copier, your authorised representative may complete an application form provided by staff. It is at staff discretion to approve or deny access. You may be charged a fee or have your access cancelled due to excess copying and printing.
17. No hot plates are to be used on kitchen stoves. No cooking trays or pots larger than each individual gas jet are to be used. Damage to the stoves' burners and oven top plates will incur a fee. Stove tops and ovens are to be cleaned by the hirer and left as they were found.
18. Centre users must park in Memorial Drive. Parking restrictions apply around the Centre. No parking on grass, or around the Centre, or on access road to the entrance of Centre.
19. This Agreement may be cancelled by the Hirer subject to approval of staff and provided the Hirer has supplied written notice of the Hirer's intention to cancel 7 days in advance.
20. The Hirer is responsible for meeting all WorkCover, applicable child safe standards, and OH&S practices for all their workers, both paid and voluntary.
21. The Hirer must have Public Liability Insurance cover. A copy of the Hirer's current Public Liability Insurance Cover must be returned with the Centre's copy of the Hiring Agreement. If the Hirer does not have a current policy, they will be required to obtain their own Public Liability Insurance, and if required Professional Indemnity Insurance.
22. The Art Show will not be held in 2020.
23. The Hirer must pay all outstanding monies prior to the acceptance of the 2020 July-December agreement being renewed.
24. The Hirer will be invoiced monthly, terms of payment being 7 days from date of invoice. Late payment on invoice will result in interest being charged on outstanding amount and may result in the cancellation of the Use Agreement.
25. The agreement will not be enacted until the Hirer has received written confirmation from NPCC.



EMERGENCY EVACUATION PROCEDURES

Noble Park Community Centre Committee of Governance holds the person signing the Hiring Agreement responsible for the safety of all persons attending the function or activity.

To improve the safety of you and your guests in the event that you need to leave the building because of the emergency situation, such as fire, gas leak or bomb threat, the following matters should be considered when organising a successful evacuation:

Use of Building:

- Know where all safe exits are located
- Designate a safe external assembly point.
- Keep all exits and exit paths clear during the use of the building
- Know where emergency equipment (such as fire extinguishers) are located
- Ensure activities to be undertaken by you and your guests are not dangerous

A detailed floor plan, indicating all exits and emergency equipment at the Centre is attached. Please, study this document carefully and feel free to ask the staff member any questions.

Emergency Equipment Usage:

- Call the Fire Brigade before attempting to fight any fire.
- Only attempt to fight a fire if you are trained to use the types of equipment provided and if it is safe to do so.
- Do not continue to fight the fire beyond 30 seconds. If it is not stopped within that time, commence an evacuation.
- If the fire cannot be put out by use of a single extinguisher, you must evacuate immediately.

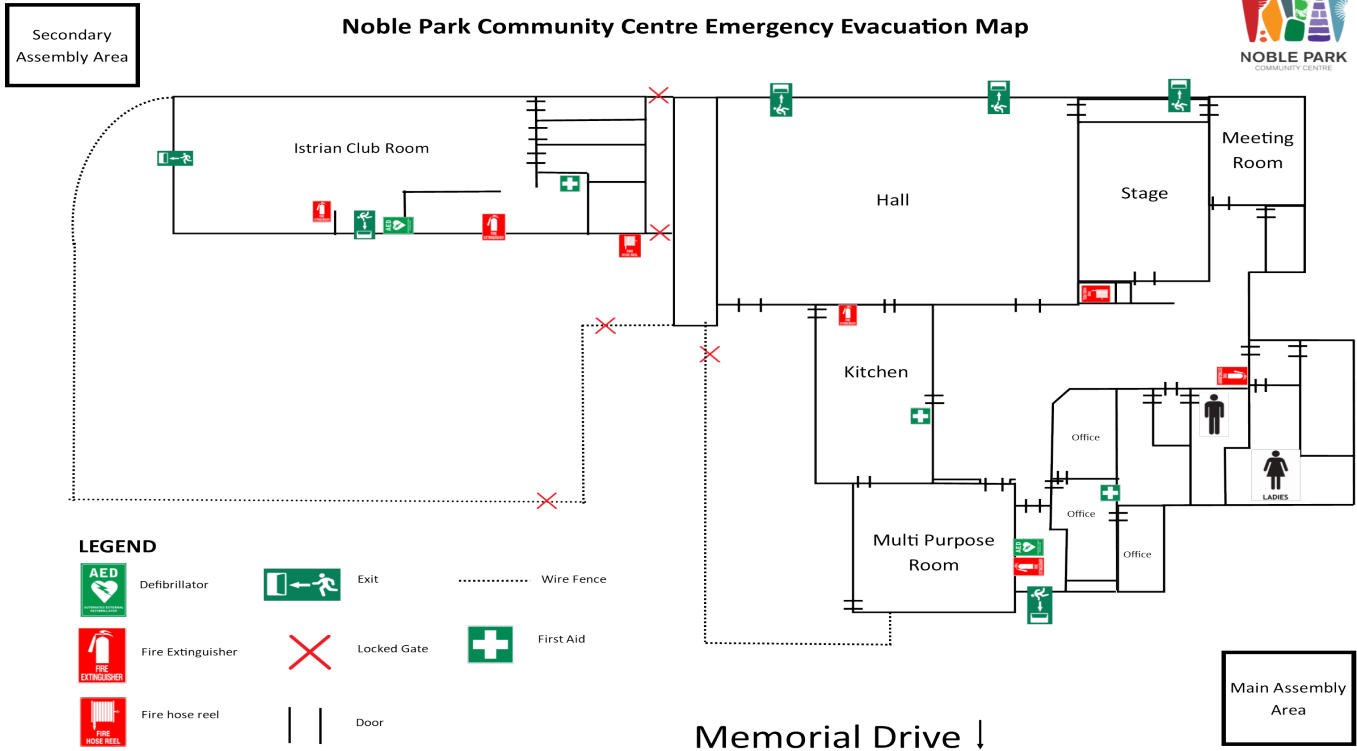
Emergency Evacuation:

- Identify exact nature and location of the emergency
- Notify Emergency Services - 000
- Remain calm and ensure all occupants leave in an orderly manner.
- Do not stop to collect personal belongings
- Remember to search all areas of building for stragglers (ONLY if safe to do so)
- Check the status of all persons against guest list.
- Notify Emergency Services in case any person(s) are missing.
- Report to emergency authority (e.g. Fire Brigade) on status of all persons.
- Only re-enter the building when authorized by the emergency authority.

In the case of an emergency during your hire of the Noble Park Community Centre please notify Shelly Kemp 0430 501 902 or Security (Pacific Protection) 1300 793 911.

The safety of the users of this Centre and their guests is your responsibility whilst under your care and control.

Noble Park Community Centre Emergency Evacuation Map



HIRE DECLARATION

By signing this document, I acknowledge that:

- I have read and understood the schedule of fees and charges associated with my booking.
- I have read and agree to the Conditions of Hire.
- Where the hirer is a company or incorporated association, I am authorised by the hirer to complete the application form on the hirer's behalf; and
- I am personally responsible for ensuring that the hirer and attendees comply with the conditions of hiring the room and if the hirer breaches any of the conditions, I will be personally responsible for any such breaches, including any damage to the room.
- I have inspected the premises to be fit for purpose for my use.

Authorised Representative	Authorised Representative Signature	Date
NPCC Staff Member	NPCC Staff Signature	Date

OFFICE USE ONLY

PLI	<input type="checkbox"/> YES	EVIDENCE OF NFP	<input type="checkbox"/> YES	<input type="checkbox"/> NA	INC Certificate	<input type="checkbox"/> YES	<input type="checkbox"/> NA
------------	------------------------------	------------------------	------------------------------	-----------------------------	------------------------	------------------------------	-----------------------------