



WEST FOOTSCRAY NEIGHBOURHOOD HOUSE
ROOM HIRE
CONDITIONS OF USE
2024



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Application Process:

Initial contact with WFNH office Manager is best first to see if room size and Day is available. Once confirmed the following to be done:

- A Room Booking Application form for booking the House facilities must be completed and signed by an authorised representative of your group. This form acknowledges acceptance of the 'Room Hire Rule & Conditions of Hire'. This will be sent via email.
- Bookings should be made as early as possible and are subject to availability.
- Bookings may not be confirmed immediately. You will be advised as soon as possible.
- Payment for bookings is to be made in advance of hire after receipt of our invoice.
The hire charges are subject to change by the Management Committee. Notification of any increase will be provided to the hirer in writing at least 14 days prior to commencement.
- Booking times MUST include set up and clean up times. So, if you require the room for a conference lasting 4 hours you must book extra time to allow set up and clean up (i.e., therefore booking for 5 hours).
- No room can be hired for any purpose which is contrary to the House's values and beliefs.
- It is expected that all property will be treated with the upmost respect and courtesy.
- Nothing is to be attached to the walls or any surfaces, under any circumstances.
- Strictly no smoking, drugs, alcohol on the premises.
- **Health of Members** Room Hirer's and Community Members are not permitted to attend the centre if they are unwell with fever or symptoms of respiratory infection (cough, sore throat, runny nose, shortness of breath), if they should be isolating or if they have been in contact with a known case of COVID-19.
- Sanitiser station located in downstairs foyer.
- Soap dispensers filled with soap and/or hand sanitiser should be available in all high use areas, including as people enter the building, and in the toilets.
- Paper towels available in the bathroom and kitchen to use after hand washing.
- Air Purifiers are available for use in each room.

BOOKINGS:

Please Note: There may be times where we will need to cancel your activity due to Unexpected circumstances. Should this arise, we will endeavour to provide you with enough notice as possible and refund you for that day.



Booking Types:

Room 1: Downstairs available Monday – Sunday
Can hold up to 20 people comfortably.

Room 2: Upstairs Room available Monday – Sunday
Can hold up to 20 people comfortably.

Counselling 1: Upstairs – up to 4 people

Counselling 2: Upstairs – up to 4 people

FEES:

Meeting rooms	Rater per hour
Room 1	\$32 per hour (plus GST) ^[OBJ]
Room 2	\$32 per hour (plus GST)
Small meeting Rooms	\$22 per hour (plus GST)
Room Hire Plus Toys	\$45 per hour (plus GST) ^[OBJ]

- A \$30.00 fee will be charged upfront for afterhours swipe card access, this will be refunded once swipe card returned. The charge will be deducted from your invoice.
- The hire charges are subject to change by the Management Committee. Notification of any increase will be provided to the hirer in writing at least 14 days prior.
- Booking times MUST include set up and clean up times. So, if you require the room for a conference lasting 4 hours you must book extra time to allow set up and clean up (i.e., therefore booking for 5 hours).
- The following equipment is available for hire at the following rates per day. Should you require use of any the equipment please let the House staff know at the time of confirming your room hire booking:
- A \$50 cleaning fee will be invoiced to the hirer if we find that the room has not been left cleaned after use. Payment to be made with 7 days of the invoice being sent. Failure to pay may result in not being able to use the facilities until payment made.

Laptop compatible Projector:	Rate:	\$10.00
Video Conference Facilities:		1/2-day rate \$30.00 Full day Rate: \$45.00
Printing:/photocopying:	per page	\$ 0.5c (B&W)
	per page	\$ 0.50c (colour)
Gazebo & Trestle Hire:	per item	\$ 10.00

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Cancellations



To ensure your booking is not charged for your reserved booking, all cancellations, Partial cancellations and/or variations must be received in writing at least 5 days prior to the booking.

If the cancellation, partial cancellation and/or variation is not made within the set time limit, 50% payment of the booking will still be charged to your group.

Cancellation, partial cancellation and/or variations can be forwarded by email or in person by filing out Notice of Booking Cancellation/Variation form. This can be obtained upon request or emailing enquiries@wfnh.org.au.

PUBLIC LIABILITY/INSURANCE:

All users both community groups and private, must be covered by their own public liability insurance. If you are not covered insurance can be arranged from the Maribyrnong City Council.

Property and personal belongings are the responsibility of the hirer, and the House management cannot be held responsible for any damage or loss. We strongly advise that you do not leave property unattended.

EMERGENCY REQUIREMENTS:



All groups are responsible to adhere to Emergency Requirements regardless of when they hire the facility. In the advent of an Emergency during normal business hours, Centre staff will coordinate all Emergency Response Procedures.

Groups using the rooms outside off Business hours will be required to implement Emergency Response Procedures as outlined. **Please Note: Regardless of whether there is a single user or multiple users in the centre at the same time, each group will be responsible to implement the Emergency Response Procedure. Each group has a Duty of Care to its members.**

Each group will be required to nominate on the application form, a responsible person who will implement the Emergency Response procedures in the event of an emergency.

The primary person will ensure that the Emergency Response person nominated has a copy of both their Responsibilities and Emergency Procedures.

Should the group activate the fire alarm without reasonable reasons and the MFB must attend the site, all costs associated with the call out will be charged to the group responsible.

Groups who access the Centre outside normal business hours and do not nominate an Emergency Response person may be refused hiring rights in the future.

Your Emergency Response person will be required to meet with the Office manager to be aware off all emergency procedures before a swipe card is given. A time to be made within business hours.

Kitchen:

Kitchen use is available, please make sure kitchen is left clean and tidy. Dishes must be washed and benches wiped, all spillages need to be cleaned up.

Use off microwave, coffee machine, oven and fridge are allowed.

It is expected that you bring your own coffee, tea bags, milk and if using pods for coffee machine they are replaced.

Let us know immediately if any issues with any off the electricals in the kitchen.

Set Up:

Set up time is included in the hire time.



The rooms are a shared space, all rooms must be returned to their original set up prior to the hirer leaving.

All decorations/posters must be removed at the end of the night.

No decorations/posters to be glued you may only use blu- tak or sticky tape. If you do not adhere to this a fee will be charged for repairs.

Finishing Time:

All hirers must be cleaned up and out of the room by the agreed booking time.

The areas you hire must be left as you originally found them.

Any time over your agreed booking will be charged accordingly.

Cleaning:

Please remove all food scraps and if necessary empty rubbish bins and replace furniture.

The hirer to provide their own plastic bags and cleaning products.

Benches cleaned and wiped down.

Floors to be swept, if required.

Chairs and tables to be stacked and put back to original areas.

Bathrooms must be left clean.



Closing Procedure:

Swipe cards issued must not be reissued to any other person or group.

On receipt of an access pass, you will be given written instructions and walked through the security procedures by a WFNH staff member. Induction of other staff members within hirers organization must be inducted if they are to be onsite alone, it is best to have 2 staff members inducted, in case of holidays or sickness.

The hirer is responsible to make sure all internal and external doors and windows are locked and to secure the building upon vacating (if outside of normal operating hours).

All lights must be turned off.

Access Passes are to be returned to the Administration Office during office hours – Monday to Friday 9.00 am – 3.00 pm and your deposit will thereafter be refunded.

When access pass given out it will be in an envelope – this will have our contact details on it and details of emergency after hours number, you can put the envelope in the library slot at the end of the booking. The library will pass this on to us on the next working day.

After Hours emergency details will be given to you when swipe card picked up.



Operational Procedures:

The centre is not liable for any damage or loss of equipment or goods belonging to users whilst on site at the centre.

All room hires are to respect the rights of others including equipment and belongings. Equipment that does not belong to the group must not be used.

Users to set – up and stack away furniture as required for each booking.

All breakages and damage must be reported promptly to Centre staff. Compensation for damages may be required depending on the nature of the damage.

Children must be always supervised by a responsible adult.

There is to be no smoking in the building. Smokers must smoke outside off council premises.

No alcohol or drugs are allowed in building.


All emergency exits doorways and passageways are to be always left clear in compliance with Emergency Evacuation Procedures.

All groups are requested to respect resident in the surrounding areas and leave quietly.

After Hours Emergency Processes:

Emergency Services	000
After Hours Emergency Council	9688 0200

Evacuation Assembly Area Pop Up Park -Clarke Street West Footscray

Primary Assembly Area:  Pop Up Park – Clarke Street West Footscray

Any group using the centre is responsible for their group members. If sharing The centre at the same time as another group, all groups are to follow instructions, given by Chief Warden.

Emergency Processes during Business Hours:

The primary role is the safe and orderly evacuation of persons from the Danger Zone to a safe area. (Pop Up Park).

Chief Warden
Emergency Service Officer
Deputy Warden
Wardens

- Chief Warden to determine the nature of the emergency, notify appropriate emergency services and coordinate an evacuation if required.
- Communicate with all Wardens.
- Ensure emergency services have been notified and that there is a warden to meet them on arrival (if safe to do so).
- Delegate responsibility as required.

On completion of evacuation the following to be completed:

- Confirm with a roll call.

Clients

Staff

Visitors

- When emergency subsided give all clear and advise all that they can re-enter the building.

First Aid Officer/s

The first Aid Officers will be responsible for the management of first aid/ medical emergencies. The Chief Warden will need to be involved to assist in co-ordinating the response.

After Hour hirers are responsible for own first Aiders.