

FACILITY HIRE BOOKING FORM

80 HARBOUR ESPLANADE, DOCKLANDS 3008
03 8622 4822 / docklands.hub@ymca.org.au

Hirer Information			
Booking Name:			
Main Contact Person:			
Address:			
Email:			
Contact No:		Number of people:	
Purpose of Booking: (Tick)	Commercial / Personal	Community purposes	

Hire Details								
Facility Hire:	<input type="checkbox"/>	The Atrium Long Room	<input type="checkbox"/>	The Long Room				
	<input type="checkbox"/>	The Cinema Room	<input type="checkbox"/>	Consultation Room				
	<input type="checkbox"/>	The Glasshouse	<input type="checkbox"/>	Parkview Room				
Day and Date(s)								
Time(s):								
Total Hours:								
Facilities Requested:	<input type="checkbox"/>	Number of chairs	<input type="checkbox"/>	Whiteboard	<input type="checkbox"/>	Projector	<input type="checkbox"/>	Number of Tables
You must allocate set up and clean up time in the hours you book above.								

Facilities
<p>The Kitchen: is a communal area for all user groups and is included in the cost of room hire. It is available to be used and shared between groups. Kitchen facilities include: microwave, hot water dispenser, chilled water, fridge, pie warmer, dishwasher and sink. Tea and coffee can be provided in business hours, just ask us to show you where they are kept.</p> <p>The Wi-Fi network: is free for the public to use. The network is called 'Free Wi-Fi – Hub' and requires a password which we can provide to you.</p> <p>Bathrooms: there are all gendered all-abilities accessible bathrooms with a nappy changing station.</p> <p>Facilities: Furniture, portable projectors, projector screen and whiteboards are all able to be moved from one room to the other so you may set up to your liking.</p> <p>Table size: Can fit 6-8 people around one.</p>

Disclaimer: You are acknowledging you have read all four pages.	
<p>Please read the extent of this form then sign and return to the Docklands Hub: docklands.hub@ymca.org.au</p> <p>I, the undersigned, approve of the above application on behalf of the hirer and in doing so agree that the YMCA and it's officers, leaders, staff and agents shall be released from, and not incur, any responsibility or liability whatsoever for any accidents or injuries, or for any damage to or loss of property to the hirer or persons associated with the hirer. I further authorise you to obtain medical and/or ambulance assistance in the case of an accident or emergency involving the hirer or persons associated with the hirer and I agree that the hirer or persons associated with the hirer will bear all costs thereby incurred.</p>	
Signed by Hirer:	Date:
Signed by Staff:	Date:

TERMS AND CONDITIONS

Covid-19 Safety	<ul style="list-style-type: none"> • All hirers agree to adhere to Covid Safety Protocols directed by the YMCA • All hirers agree that these protocols may need to be adjusted at little or no notice based on directions from State and Federal Governments • By signing this document, the hirer agrees that they are responsible for ensuring anyone who participates in this booking, will adhere to the above points.
Bookings	<ul style="list-style-type: none"> • All hirers must have read and accepted this 'Casual Facility Hire Terms and Conditions'; • For cancellation of the booking as either a one-off session or the remainder of their booking, a minimum 48 hours' notice must be given in writing to the facility staff • If 48 hours' notice is not given or hirer fail to attend their booking, fees will be charged accordingly • The bond will be forfeited for any of the following reasons <ul style="list-style-type: none"> - If any damage to the facility occurs at the fault of the hirer - If floors require dry-cleaning - If event runs for longer than the 'period of hire' • Sub-letting of bookings will not be permitted. • The YMCA reserves the right to reject or alter any bookings in order to maximise the goals and objectives of the organisation.
Payment	<ul style="list-style-type: none"> • All payments are to be made in full prior to the commencement of the booking, unless stated otherwise. • Payment can be made at the time of booking or a minimum of 48 hours prior to the commencement of the booking on the day. • No payment is to be made at the conclusion of a booking. An invoice will not be raised for bookings less than \$300.00.
Equipment	<ul style="list-style-type: none"> • There are a total of 55 chairs, 9 large tables and 2 whiteboards for use at the facility. • A portable projector is available to use at the facility. It has no sound capacity and you will bring your own tech equipment if necessary, e.g an adaptor. • The use of this equipment is subject to user group needs and availability.
Supervision	<ul style="list-style-type: none"> • All user groups must nominate a 'person-in-charge' who must attend the facility induction outlining expectations of behaviour and procedures. If the person in charge is no longer with the group, the previous warnings/ indiscretions will still be associated with the group. • Any incidents involving first aid must be reported to the YMCA staff member. First aid facilities are available to all hirers. • Rooms and courts that are left in an unacceptable standard will result in the group being warned either written or verbally and a portion of their bond will be deducted.
Set up & Clean up	<ul style="list-style-type: none"> • This includes cleaning the room booked, corridor (if dirtied), bathrooms, kitchen (if used) and any other room used such as The Atrium if used as a waiting room. This means vacuuming/sweeping/mopping, wiping down tables, chairs and benches, and picking up rubbish. • Furniture must be packed up as indicated by the pack-up guides near the exits of rooms or as explained at induction. If you are not sure please stack tables and chairs to one side of the room. • If your group eats in the facility or has a lot of rubbish you must empty the bins and take the rubbish with you when you leave. • Fees include the use of the kitchen and tables & chairs. • Cleaning is to be done in the time you booked. You cannot come in early or extend after you're booking time to set up or clean the facility.

TERMS AND CONDITIONS

<p>Insurance and Liability</p>	<ul style="list-style-type: none"> • I, as the hirer, agree that the YMCA and its officers, leaders, staff and agents shall be released from, and not incur, any responsibility or liability whatsoever for any accidents or injuries, or for any damage to or loss of property to the hirer or persons associated with the hirer. I further authorise you to obtain medical and/or ambulance assistance in the case of an accident or emergency involving the hirer or persons associated with the hirer and I agree that the hirer or persons associated with the hirer will bear all costs thereby incurred. • Casual hirers of council owned or controlled facilities not otherwise insured are covered under the Council's Community Liability Pack provided that the number of hires does not exceed 52 times per year. • Unless the hirer is covered by the above 'Council's Casual Hirer's of Council owned or controlled facilities' Insurance Policy – all hirers must maintain a public liability policy of insurance for the amount of not less than \$5 million for each and every occurrence, unlimited during the 'hire period'. • Hirers must provide the YMCA with a copy of a certificate of currency or cover note on the above public liability policy of insurance. • The hirer must indemnify the principal from and against all actions, claims, penalties, demands, costs, expenses or damages in any way related to any act or omission of the YMCA or of any person acting on the YMCA's behalf in respect to the use of services and facilities of the centre.
<p>First Aid</p>	<ul style="list-style-type: none"> • A qualified first aid staff member is recommended for all private bookings to act as first responder in the event of an emergency. • In the absence of a qualified first aid staff member you may request this service at an additional cost pending availability
<p>Expectations of Behaviour</p>	<ul style="list-style-type: none"> • Smoking is not permitted at any YMCA facility. • Alcohol will is not permitted at the venue under any circumstance. • The facility encourages access to all groups. Any individual or group, which through their behaviour limits the enjoyment of other users, will be asked to leave the facility. • Animals (with the exception of registered guide dogs) may not enter the facility.
<p>Marketing and Fundraising</p>	<ul style="list-style-type: none"> • The Manager must approve all promotional material and fundraising activities occurring within the centre. • The facility may provide generic information to customers on user groups. • Through your usage of the facility you may be asked if you'd like to feature in social media posts. A release form is available outlining any concerns or grievances
<p>Priority of Bookings</p>	<ul style="list-style-type: none"> • Priority will be given to bookings according to the following: • International Events, National Events, State Events, Regional Events, Casual Hirers.
<p>During an Emergency</p>	<ul style="list-style-type: none"> • All participants and guardians are to follow the directions of • the YMCA staff and emergency services
<p>Fee Structure</p>	<ul style="list-style-type: none"> • Commercial/Personal use: 100% fee applies. • Organisations or Individual users hiring the facilities for community purposes may be eligible for 80 per cent discount.
<p>Commercial (users)</p>	<ul style="list-style-type: none"> • Are profit based organisations or individuals hiring venues for the sole benefit of that organisation or individual and / or as part of their normal operations.
<p>Community Purposes</p>	<ul style="list-style-type: none"> • Is an activity, program or event that is provided free (or at minimal cost) for the open participation of residents or workers from within the City of Melbourne.

TERMS AND CONDITIONS

Safeguarding Children and Young People Expectations

- The YMCA is committed to the safety of children and young people in all of our facilities. As such, YMCA undertakes accreditation with the Australian Childhood Foundation to ensure the highest level of safety for our customers and staff. As such, the Hirer is required to:
a) Accept responsibility to act in accordance with YMCA's Safeguarding Children and Young people policies. This includes staff/volunteers being required to hold current working with children checks (or equivalent). b) Maintain an accurate list of current staff and volunteers who will be working at YMCA sites, and store copies of their valid Working with Children Check numbers and expiry dates. The YMCA reserves the right to audit these records and the validity of Working with Children Checks for any activity occurring during the life of the agreement. c) Co-operate with an annual Safeguarding Children and Young people audit by YMCA d) Inform the YMCA immediately and report within 12 hours of becoming aware of any reports or allegations of serious child abuse or neglect that involves the hirers or YMCA staff or volunteers.
- "Free/recreational time" is not permitted at any time, when children/young people are not directly supervised. All participants must be involved in supervised planned activities. All participants must be effectively supervised, including those spectating.
- User Groups are responsible for the conduct of their members and must ensure they conduct themselves in an appropriate manner
- All staff and volunteers of the User Group must be appropriately qualified and trained to conduct their activity, as specified by industry peak bodies, best practice and Working with Children Check requirements. Proof of staff/volunteer qualifications may be requested by Management
- It is strongly recommended that should your group include minors (i.e. primary and high school students) that any relevant medical information and emergency contact numbers are on hand should an emergency arise
- Regular User Groups that do not operate under YMCA Supervision will be required to attend a facility induction that will include emergency evacuation procedures for the relevant area. In the event of an emergency, all patrons must comply with any request from YMCA staff.
- The User must comply with the Centre's child supervision policy, which requires adequate supervision of children by an adult at all times, particularly in relation to watch around water requirements.
- All Staff involved in your program are required to hold a current Working with Children Check.
- All User groups must nominate a Person in Charge (PIC) at all times of usage. The PIC should be aware of the YMCA's expectations of behaviour, health and safety, and emergency procedures
- The PIC will be responsible for ensuring that the activity area is kept safe and that the activity is conducted in a safe manner at all times
- The PIC will be responsible for ensuring the compliance of any legislation with regards to conducting children's sporting activities or clinics, including but not limited to, sign in and sign out procedures and Working with Children Checks.