



CASUAL FACILITY HIRE BOOKING FORM

100 LORIMER STREET, DOCKLANDS, VIC, 3008
03 8622 4822 DOCKLANDS.HUB@YMCA.ORG.AU

By confirming your booking, all hirers agree to the terms and conditions outlined below.

Adjustments to your booking may not be possible and can only be discussed during The Hub @ Docklands Staffed Hours, Monday to Friday 9am-5pm. Alternatively, payment can be made by EFT or CC on premises at 80 Harbour Esplanade or over the phone on 8622 4822, however booking time will not be reserved until payment is made.

Hirer Information			
Booking Name:			
Main Contact Person:			
Address:			
Email:			
Contact No:		Number of people:	

FACILITIES

The Foyer: fits 70 people standing (50-60 sitting). White walls are suitable for projecting onto. Please note that the Neighborhood spot is adjacent to the Foyer and may be holding its own booking.

The Meeting Room: fits 15 seated theatre style, suitable for groups of 2-25 and white walls if you wish to project onto them.

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, dishwasher and sink. Tea and coffee can be provided in business hours, just ask us to show you where they are kept.

Bathrooms: there are all gendered all-abilities accessible bathrooms with a nappy changing station.

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.

Table size: Can fit 6-8 people around one.

Hire Details							
Facility Hire:		The Foyer		The Meeting Room		Yarra's Edge facility inclusive	
Day(s)	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Date(s):							
Times(s)							
Total Hours:							
Number of tables:		Number of chairs:		Whiteboard:		Projector	

TERMS AND CONDITIONS

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 via email to the facility staff. • If 48 hours' notice is not given or hirer fails to attend their booking fees will be charged accordingly. • The bond will be forfeited for any of the following reasons: <ol style="list-style-type: none"> 1. If any damage to the 'facility' occurs at the fault of the hirer 2. If floors require dry-cleaning 3. 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 • User groups, if they plan to use these, are required to specify the amount they need • The use of this furniture is subject to other user groups' needs
Supervision:	<ul style="list-style-type: none"> • All user groups must nominate a 'person-in-charge' who must attend the facility induction, which outlines expectations of behaviour and emergency procedures. • The facility must be maintained in a safe condition at all times. • Any incidents involving first aid must be reported to the YMCA staff member. First aid facilities are available to all hirers.
Set up & clean up:	<ul style="list-style-type: none"> • This includes cleaning the kitchen, vacuuming the carpets (the vacuum is behind reception), loading and emptying dishwasher, picking up rubbish and emptying bins. • Fees include the use of the kitchen and tables & chairs. The tables & chairs must be set up and packed away in the designated storage areas by the hirer. • All food and rubbish are to be removed. • Cleaning is classed inside the 'hire period'. You are not allowed to extend pass the 'hire period' to clean the facility; this must be done during your 'hire period'.
Insurance and Liability:	<ul style="list-style-type: none"> • Unless the hirer is covered by the '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'. • A long term user is deemed to book the facility more than once per week. • 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.

Expectations of behaviour:	<ul style="list-style-type: none"> All functions must finish prior to 10.00pm. Clean up time must not extend past your 'hire period'. When leaving the Centre please respect our neighbours and leave quietly. Smoking is not permitted at any YMCA facility. Alcohol will not be permitted at the venue. There will be a 0% Alcohol tolerance. Any persons found in possession of alcohol will be asked to leave the premises. 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.
Marketing and Fundraising	<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.
Priority of bookings:	<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.
During an Emergency:	<ul style="list-style-type: none"> All participants and guardians are to follow the directions of the YMCA staff and emergency services
Fee structure:	<ul style="list-style-type: none"> Commercial Use 100% fee applies. Organisations or Individual users from within the City of Melbourne municipality, hiring the facilities for community purposes (may be eligible for 80 per cent discount). Organisations or individual users from outside the City of Melbourne municipality, hiring the facilities for community purposes (may be eligible for 50 per cent discount).
Commercial (users)	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.
Community purposes	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. Such events must be authentically advertised on public spaces to be valid.
Safeguarding Children and Young People Expectations	<ul style="list-style-type: none"> 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.

Safeguarding Children and Young People Expectations	<ul style="list-style-type: none"> • “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
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Disclaimer:

Please read the extent of this form then sign and return to the Docklands Hub: docklands.hub@ymca.org.au

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. By signing this document, you adhere to the responsibilities as set out in the site induction agreement form.

Signed by Hirer:	Date:
Signed by Staff:	Date:

