

**Banksia Gardens Community Services**

71-81 Pearcedale Parade

Boardmeadows VIC 3047

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ABN 54 264 568 661 Inc. No A7772

**VENUE HIRE AGREEMENT****PART A – HIRER DETAILS**

Organisation Name

Contact Person Name

Phone

Mobile

Email

Postal Address

Post Code

**PART B – BOOKING DETAILS**

Room Hire Date \_\_\_/\_\_\_/\_\_\_

Time Arrive \_\_\_\_\_AM/PM

Time Depart \_\_\_\_\_AM/PM

Number of Attendees

Purpose of Booking

Type of Event

 Private/Family Community Group Social/Fundraising Commercial

Public Liability Insurance:

 BGCS Hirer Providing**PART C – ACCOUNT DETAILS FOR BOND REFUND**

Bank Account Name

BSB

Account No.

Our EFT details:

Commonwealth Bank

Account Name: Banksia Gardens Association Inc. General Account

BSB: 063 620 Account No: 1005 2291

**PART D – OFFICE USE ONLY**

Bond Amount: \$

Date: \_\_\_/\_\_\_/\_\_\_

Receipt Number:

Hire fee: \$

Date: \_\_\_/\_\_\_/\_\_\_

Receipt Number:

Public liability Insurance \$ 50

Date: \_\_\_/\_\_\_/\_\_\_

Receipt Number:

Certificate of Currency

 Provided

Policy No :

Bond refund: \$

Date: \_\_\_/\_\_\_/\_\_\_

Cheque Number:

EFT Transaction Number :

Deductions: \$

Reason:

Deduction authorised :

Bond refund approved:

Payment Processed:

Date: \_\_\_/\_\_\_/\_\_\_

 Hall keeper has been informed

Date: \_\_\_/\_\_\_/\_\_\_

## TERMS AND CONDITIONS

### GENERAL

- The venue must only be used for the purpose stated on the application form.
- The Hirer must not sub-let the hall and Banksia Gardens Community Services' (BGCS) staff **must** have access to the venue at all times.
- The Hirer is responsible for the conduct and behavior of all persons attending their function. This includes both inside and outside the venue.
- The Hirer is responsible for familiarizing themselves with the Evacuation Plan and Procedures on display within the hall, including the location of emergency exit doors, before commencing any activities.
- Emergency exits must remain clear and accessible at all times.
- The Hirer must only use the hall within the nominated times of their booking.
- Any working papers, posters, decorations etc. may only be attached in a manner that will not cause damage to walls, and must be removed from the premises at end of event including all tape, blue tac etc.
- No graffiti or spray painting is to be conducted within the venue or surrounding grounds.
- Protect the facility garden from damage. Only park vehicles in designated car park areas, not on the grass or in the garden area.
- BGCS does not insure any goods or equipment that is brought into the hall or left in the hall by the Hirer or their invitees.
- BGCS will not compensate the Hirer for any loss of goods or equipment or consequential losses arising out of the damage or loss of the equipment. Hirers are advised that they should obtain insurance for their own equipment and goods.
- Continued abuse of the conditions of hire will lead to cancellation of rights to book BGCS's venue in the future.
- In the case of any cancellations, reception must be informed within 48 hours prior to the date of booking. Should reception not receive notification of cancellation 48 hours prior, the Hirer forfeits the full bond.
- Weekend function hall hire is available from 10.00am to 1.00am. Fortnightly on Sundays the Hall is available from 3pm until 1am.
- All guests **MUST** leave the hall no later than 1.00am. Late exits incur a fee of \$100 for every 30 minutes.
- **16<sup>th</sup>, 18<sup>th</sup> and 21<sup>st</sup> birthday celebrations are strictly prohibited.**
- Guests can gain access to the Wi-Fi network without the need for a password by selecting the 'Guest' option.
- **Payment needs to be settled 7 days before the scheduled booking date.**

### Function Hire Fee

	Availability	Booking Fee	Bond	Public Liability Insurance
Friday	6.00 pm – 1.00 am	Full fee \$500 Concession \$400	\$500	\$50
Saturday and Sunday	10.00 am – 1.00 am  *Every second Sunday the hall is available from 3pm until 1am	Full fee \$600 Concession \$500	\$500	\$50

**Additional \$100 booking charge applies on public holidays.**

### HALL CAPACITY

- The hall has a maximum capacity for 200 standing guests and can comfortably seat 145. Larger events are not permitted in the premises.

### AUTHORITY

- The Hirer is solely responsible for ensuring all terms and conditions are met. The Hirer does not have the authority to delegate this responsibility to another party.

### NOISE

- The level of noise must not inconvenience surrounding residents. The Protection of the Environment Operations Act 2017 advises the time restrictions when noise should not be heard in a habitable room in a neighbour's residence. For specific times please refer to:  
<https://www.legislation.vic.gov.au/in-force/statutory-rules/environment-protection-regulations-2021/004>

### FIRST AID KITS

- The Hirer is responsible for ensuring a personal first aid kit is available during their booking. BGCS does not provide first aid equipment or supplies at the facility.

### PUBLIC LIABILITY INSURANCE

- It is the Hirer’s responsibility to ensure that public liability insurance is taken out for their event. Public liability insurance is available from the **Banksia Gardens Community Services through Local Community Insurance Services (LCIS)**. Alternatively, if the hirer has their own public liability insurance, a copy of the current public liability insurance must be forwarded to the Banksia Gardens Community Services when the balance of payment is due.

### FIRE

- No fire, including fire performances and ceremonies, with the exception of birthday candles, are permitted within the venue or surrounding grounds at all times.
- Barbeques, spits, pizza ovens and cooking appliances such as deep fryers and or naked flame appliances are not permitted inside the venue under any circumstances.
- No smoke machines or any other equipment that may cause the smoke alarm to activate, are to be used inside the venue. Current Fire Brigade fees are approximately \$1,500.00 per call out and will be payable by the Hirer.

### AFTER HOURS ASSISTANCE

- Any maintenance or security issues must be reported to Harry the Hall Keeper. In an emergency contact 000 immediately. You must report all incidents to the Hall keeper.

### ALCOHOL AND SMOKING

- Alcohol is permitted for private functions such as weddings and parties where people bring their alcohol or alcohol is served cost free. **Selling alcohol is strictly prohibited**; Banksia Gardens Community Services does not hold a liquor license.
- BGCS is a non-smoking environment. No smoking or vaping is permitted within 5 meters of the premises at all times.

### PREPARATION OF FOOD

- All food is only to be prepared and cooked in the kitchen and not within other areas of the premises.
- Damage to the stove top burners, microwave, oven, refrigerator, dishwasher and benchtops will incur loss of bond or part thereof in line with cost of repair.

### CLEANING

- The oven and stove top must be wiped clean and any crumbs and leftover food is to be removed.
- The floor of all rooms used including hall, kitchen, foyer and washrooms must be swept and mopped with clean hot water and supplied cleaning liquid.
- **All rubbish MUST** be removed from the premises on the date of the event. Banksia Gardens Community Services does not have capacity to store rubbish from venue hire. Should rubbish remain on the premises after 1am on the date of the event or be put in surrounding bins, a minimum of \$250 fee will be deducted from the bond depending upon the amount of rubbish. **DO NOT LEAVE THE RUBBISH IN SURROUNDING AREAS, LOCAL BUSINESS RUBBISH BINS OR IN THE CARPARK.**
- Failure to clean the venue will result in a deduction in your bond refund.
- The following cleaning products will be provided by us :
  - ☒ Floor cleaning liquid, mop and bucket
  - ☒ Toilet cleaning chemicals, gloves
  - ☒ Microfiber broom to sweep the floors
  - ☒ Dishwashing detergents, cloths
- Please bring any additional cleaning materials you require for your event.

### CAR PARK AND AMENITIES AREA/PARKING

- It is the hirer’s responsibility to inform all the guests to use the adjoining car parks for parking purposes only.
- No alcohol is to be consumed in the car park area.
- Driving and parking on the gardens, grass area, nature strip and gravel area are **strictly prohibited**. Heavy fines will be applied as management reserves the right to deduct a minimum of 50% of your bond. Under no circumstances are you permitted to authorise anyone, including delivery vans, to drive inside the above mentioned areas. All deliveries must be delivered via the main door.

### Payment Deductions

Details	Amount
Cancellation within 48 hours	Full amount of Bond
Cleaning fee	\$150.00
Removal of rubbish from premises	\$250.00
Property damage/equipment repair cost	Banksia Gardens Community Services reserves the right to inform the repair cost to the Hirer
Late Exit	\$100 per 30 minutes

**Tables and Chairs (Please note no tablecloths or chair covers provided)**

Tables and chairs	Dimensions	Quantity
Round Tables (trolley holds 10 tables maximum)	1800 mm Diameter	15
Rectangle Tables (trolley holds 10 tables)	183cm x 76.2cm	22
Folding Chairs (trolley holds up to 96 chairs)		145

I, the Hirer, have read and fully understand the Terms and Conditions of this Room Hire Booking Agreement and agree to adhere to them.

Signature of Hirer \_\_\_\_\_

Date \_\_\_/\_\_\_/20\_\_\_

Signature of Staff \_\_\_\_\_

Date \_\_\_/\_\_\_/20\_\_\_

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**Hall Keeper: Harry 0419 574 831**  
**Last updated 22/11/2023**