



Youth Resource Centre

Application For Hire & Room Hire Agreement

1. Application

This Application for Hire is for the Hire of: (Please tick required Room/s)

Common Room	<input type="checkbox"/>	With Kitchen	Capacity 60 people
Conference Room	<input type="checkbox"/>		Capacity 60 people
Activity Room	<input type="checkbox"/>		Capacity 60 people
Meeting Room		(separate cost, if required speak to reception staff)	Capacity 20 people

2. Details of Hirer

Name of Hirer: _____

Name of Hirer's representative: _____

Name of Organisation (if applicable): _____

Position Held: _____

Street Address: _____

Postal Address: _____

Telephone: _____ (Business Hours) _____ (After Hours)

Mobile: _____ Email: _____ Fax: _____

Is the Hirer 18 years or more? Yes/No

3. Function Type/Intended Use

Short description:

Times and Dates for intended use (including preparation and pack up times at the Centre)

Date	Arrival time for set up
Program/event start time	Finish Time
Time for leaving the Centre after pack up	

4. Insurance Details

It is a requirement of the Council that Public Liability Insurance for the Event be in place.

- I will arrange insurance and provide Council with a copy of the relevant Certificate of Currency at least 14 days before the Event.
- I wish to use the Public Liability scheme for hirers of Council facilities. (Insurance application form must be completed)

5. Conditions of Hire

The Hire Charges & Conditions Brochure attached apply to this application and to any booking made upon acceptance of this Application. Please ensure you read these Conditions together with the Room Hire Agreement set out below carefully before signing this Application.

6. Confirmation of Booking

- The Council reserves the right to accept or refuse any or all Applications for Hire.
- Applications will be confirmed or rejected by the Council within (7) business days of receipt of such Application.
- No confirmation of booking will be provided until the Council receives a Bond from the Hirer.

7. Pre Payment of Bond and Fees

The total due must be paid in full, at least 14 days prior to the date/s of hire. A receipt will be issued.

8. Issue of Keys to Hirer.

Any hirer issued with a key/s to any Council facility is thereby responsible for the security and safe keeping of the Council building. Receipt issued for payment will need to be presented for collection of key/s. A \$30.00 deposit will be required for the key. **Keys can be collected during Business Hours at the Youth Resource Centre only (Monday to Friday 9.30am to 4.30pm).**

9. Cleaning

It is the Hirers responsibility to clean, restore and secure the facility after use.

10. Smoking

Council has a **Smoke Free** policy in all Council buildings. The Smoke Free policy must be observed or the Hirer may forfeit all or part of their bond monies as deemed appropriate by the Council representative.

11. Alcohol and Drugs

Alcohol and Drugs are not permitted in the facility.

12. Maximum Numbers

The Conference Room, Activity Room and Common Room have a maximum capacity of 60 attendants respectively; these numbers are not to be exceeded. The meeting room has a maximum of 20 people.

13. Room set up

If your group requires the room in a particular set up then *you are responsible* for arranging this. Chairs and tables are available in the storage area. Your group is also required to *leave the room in the original set up*.

14. Equipment & Catering

A TV/Video, screen and whiteboard are available to use on request and must not be removed. The hirer is responsible for arranging all other equipment required for their program together with catering needs.

15. Supervision

The hirer assumes full responsibility during the period of hire for the supervision and control of all its guests, members, staff and visitors.

16. Kitchen

If the kitchen is requested to be used please seek advice from Council Environmental Health Dept as you may need to be registered - call 9742 0777

17. Hirers Attachments

The following items are attached to this Application (Hirer please tick as appropriate)

- Bond
- Hire Fee Payment in Full
- Insurance Certificate or completed Insurance Application Form
- Other

RELEASE AND INDEMNITY

"I/we, the Signatories, agree to release the Wyndham City Council from any liability whatsoever for any bodily injury, loss or damage that may be sustained or incurred as a direct result of the hiring of this facility, howsoever such bodily injury, loss or damage was caused whether by negligence or otherwise. I/we do further agree to fully indemnify the Wyndham City Council for any loss or damage to its property which may be sustained or incurred as a result of the aforesaid hiring and authorise the Wyndham City Council to use all or part of the Bond already lodged for that purpose. I/we further agree to personally pay all and any additional costs resulting from the said hiring where such amounts exceed the amount of the bond lodged.

For the purpose of assessing any loss or damage that may be incurred I/we now hereby agree to be bound by the assessment made by the Chief Executive Officer and/or City Valuer."

Failure to adhere to the above conditions will result in termination of agreement as determined by the Chief Executive Officer.

I have read the "Conditions of Use and Information", Application for Hire & Room Hire Agreement, Emergency Procedures and I have read the "Release and Indemnity "and I hereby agree to comply with all such conditions.

Signed:

Hirer

Date:

Signed:

On behalf of Wyndham City Council

Date:

Please return Application Form for approval to:
Administration Officer, Youth Resource Centre, PO Box 197, Werribee, 3030.

Privacy notification

The personal information requested on this form is being collected by Wyndham City Council for associated booking purposes at the Youth Resource Centre.

WYNDHAM CITY COUNCIL

EMERGENCY PROCEDURES IN COUNCIL BUILDINGS

Council provides this facility for the safe enjoyment of its tenants, lessees, licensees, hirers, invitees and their guests. As part of this responsibility, Council provides and maintains emergency equipment such as hoses and/or extinguishers for fire fighting and Fire Orders for the guidance of users of the facility.

In return, the tenant/hirer agrees to:

- Keep displayed in prominent locations, emergency notices and Fire Orders.
- Not interfere with any emergency equipment or notices. Replacement or repair of such equipment caused by mischievous use shall be at the tenant/hirer's expense.
- The tenant/hirer will **immediately** notify Council if an emergency occurs. Council's after hours contact is Telephone **9742 0777**
- The tenant/hirer must notify Council if fire fighting equipment is used.
- The tenant/hirer must be aware of proper procedures for and be responsible for the safe and orderly evacuation of guests from the facility if an emergency situation occurs. **Emergency Evacuation Procedure guidelines** are attached for the information of tenants/hirers.

WYNDHAM CITY COUNCIL

EMERGENCY EVACUATION PROCEDURES

Guidelines for Tenants/Users of Council Buildings

To improve safety for you and your guests in the event of the need to leave a building because of an 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 and exit paths are located
- Designate a safe external assembly point, eg., centre of oval
- Keep all exits and exit paths clear during 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.

Emergency Equipment Usage

- Call the Fire Brigade before attempting to fight any fire.
- Only attempt to fight a fire with the equipment provided and if it is safe to do so.
- Only use the fire fighting equipment if you have read and understood the instructions or are familiar with the equipment and its specific application.
- Do not continue to fight the fire beyond the first 30 seconds. If it is not stopped within that time, commence the evacuation. A handy guide is that if the fire cannot be put out by use of a single extinguisher, then evacuation is necessary.

Emergency Evacuation

- Identify exact nature and location of the emergency
- Observe the Standard Fire Orders located at main exits
- Remain calm and leave in an orderly manner
- Remember to search all areas of building for stragglers (**ONLY** if safe to do so)
- Report to emergency authority (eg Fire Brigade) on status of all persons
- Only re-enter building when authorised by the emergency authority.

Remember

Safety of the users of this building and their guests is **your responsibility** whilst under your care and control.