

Youth Resource Centre Conditions of Use and Information

Hirers responsibilities:

- Only agreed hirer and group are to use the Centre, no other persons are allowed to use the Centre.
- The event remains within the allocated times and areas.
- Room set up is left to the hirer e.g. chairs and tables and then returned to the storage units at the end of the booking.
- The Room, Equipment, Facilities and Toilets must be left in a clean condition.
- Tea & coffee making facilities are available but the Hirer must provide milk. Crockery and Cutlery must be clean and put away if used.
- Equipment must not be tampered with inappropriately or removed from the building.
- All rubbish to be removed from the premises.
- All external exits must be secured and locked before leaving the premises and the alarm set.
- An Emergency Telephone is situated in the office.
Dial '0' for an outside line.
- If the kitchen is to be used please seek advice from Council Environmental Health Dept as you may need to be registered - call 9742 0777
- All damages must be reported to:
 1. Youth Resource Centre during business hours
 2. Emergency - Out of Hours, 9742 0777 e.g. damage which leaves the building unsecured.

If 'Emergency - Out of Hours' are contacted for anything other than securing a building a standard call out fee of \$150.00 is charged to the Hirer.

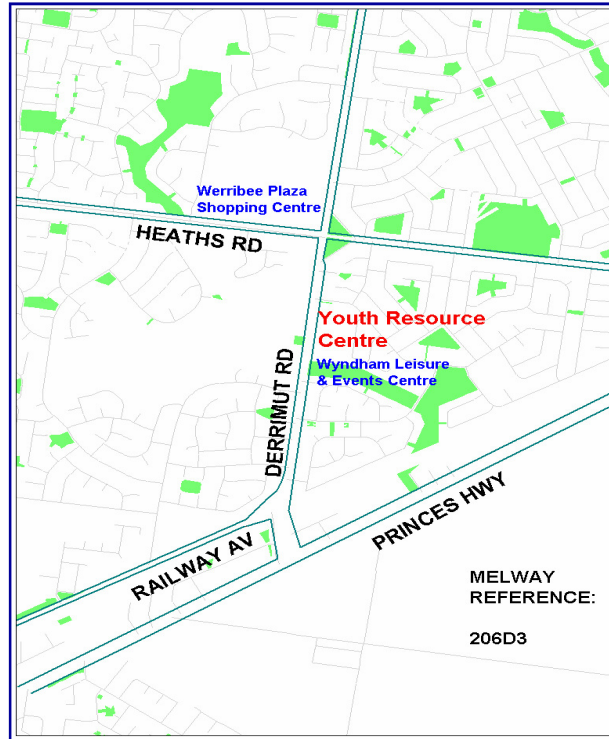
For more
information
call the

Youth Resource Centre Administration Officer

Phone: 03 9742 8155

Fax: 03 9748 8286

<http://youth.wyndham.vic.gov.au>



Wyndham City Council
Youth Resource Centre 86 Derrimut Road, Hoppers Crossing 3029
PO Box 197, Werribee 3030
Telephone: 03 9742 8155 Fax: 03 9748 8286



Youth Resource Centre

Room Hire Charges and Conditions

86 Derrimut Road
Hoppers Crossing 3029

Office Hours:
Monday - Friday
9am - 6pm

Telephone: 03 9742 8155
Fax: 03 9748 8286

<http://youth.wyndham.vic.gov.au>

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## Who Can Hire the Rooms?

Non-profit community groups, organisations or agencies that help and support young people under the ages of 25 years old.

**Please make an appointment to view the Centre and a member of staff will be delighted to walk you through.**

## Youth Resource Centre Operating Times

You can contact Administration:

- Monday to Friday - 9.00am to 6.00pm

You can Hire the Activity Rooms from:

- Monday to Thursday - 9.00am to 9.30pm
- Friday and Saturday - 9.00am to 1.00am
- Sunday - 10.00am to 6.00pm

## Payment of Bond & Hire Charges

- A bond of \$150.00 is payable by all hirers.
- Full payment for the hire of the Room(s) is required 14 days prior to the event.
- Payments must be made at the Youth Resource Centre.

## Return of Bond

Return of monies will be posted after the hire date. If any portion of the bond is to be retained, the Hire will be notified of the reasons.

## Cancellation of a Booking

If a Hirer wishes to cancel or transfer a booking:

- Notification must be in writing within 14 days of the Hiring Date.
- An administration fee of \$40.00 will apply to all cancellations and this amount will be deducted from the bond payment.

## Insurance

All hirers MUST hold current Public Liability Insurance in respect of their activities on Council Property with an indemnity limit of at least \$5,000,000. Proof of insurance MUST be provided when lodging an application. If hirers do not have their own annual public liability policy, temporary cover is available from Council for single events or casual hire, upon application.

All clubs/organisations are encouraged to have insurance coverage for own equipment and activities conducted

## Cleaning

The hirer is required to clean and replace equipment in the facility after the event. If the hirer fails to clean the facility satisfactorily, contract cleaners will clean the facility and the hirer will be obliged to pay an additional fee for additional hours of cleaning.

## Noise

The level of sound within the Youth Resource Centre should not interfere with local residents. When leaving the Centre patrons are requested to leave in a quiet and orderly manner.

## Smoking, Drugs & Alcohol

- Strictly No Smoking, No Drugs and No Alcohol inside the building.
- Strictly No Drugs and No Alcohol around the building.
- Smoking is allowed in the designated areas

## Issue of keys

Any Hirer who is issued with a key or keys to the Youth Resource Centre is responsible for the security and safe keeping of the Council building. A deposit of \$30.00 is required for the key and will be refunded on return of the key.

## Key Collection

Collect and return keys from the Youth Resource Centre Reception desk between 9.30am and 4.30pm.

Proof of payment (receipt) is required upon issue of keys.

## Weekdays

- Collect keys before 4.30pm on the day of the event.
- Return keys on the next business day before 11.00am.

## Weekends

- Collect keys before 4.30pm on the Friday before the event.
- Return keys on the next business day before 11.00am.

## Security information

Security & Access information will be issued when collecting keys.