

VENUE INFORMATION

Community Resource Centre

Ph: (08) 9781 0383
Email: bookings@busselton.wa.gov.au
Website: www.busselton.wa.gov.au

Introduction

This Venue Information is binding for all users of the Building. It is designed to ensure that the hire of the Building is consistent and maintained to a high standard. It is also intended to be fair and reasonable.

Hirers have access to this document on the City of Busselton website, located under Venues for Hire. The document on the City website is the current version available.

1. Definitions

For the purposes of this document:

Contract of Hire Form means the Contract of Hire entered into with the City;

Building means the Busselton Community Resource Centre;

City means the City of Busselton;

Common Areas are the areas that are marked on the plans included in this document and include the foyer, lift corridors and toilets;

Common Rooms are the areas equipped with kitchen facilities, marked Common Room on the attached plans;

Hire Period means the dates and times specified in the Contract of Hire Form;

Hirer means a Person, a Body Corporate, Business or an Incorporated Association that have completed a Contract of Hire Form with the City;

Tenant means the Association/Organisation occupying Leased Premises within the Centre;

Leased Premises is the office space within the Centre leased by the City to the Tenant;

Meeting Rooms are the rooms are marked on the plans and shall be available for hire by Tenants and Hirers on payment of a fee;

Keys mean any access card or key provided;

Venue means the hired space as identified on the Agreement this includes the Common Areas which are available for non-exclusive use in conjunction with the hire of these rooms and excludes the Leased Premises.

2. Keys

The Hirer will be provided with a folder and a key to the Venue. The folder and key must be returned to the City at the end of the Hire Period (pickup and drop off hours are 8:30am to 4:00pm). If you need to return the folder and key outside of these hours please see the After Hours Lock Box Returns information sheet in the folder.

Hirers shall be responsible for these Keys and must notify the City of any loss or damage to the same as soon as possible. Charges will apply for lost Keys.

3. Alarm Codes and Security

Hirer's access to the Venue will be restricted to the agreed Hire Period only.

Opening Hours

The main entrance doors will open automatically between 8.00am and 5.00pm Monday to Friday (excluding public holidays).
The Centre will be closed to the general public on weekends.

After Hours the Hirer will need to let the attendees into the building as the doors are not automatic.

Alarm Instructions

Deactivation: Alarm automatically turns off at **7am – Monday to Sunday**

Activation: Alarm automatically turns on at **11pm – Monday to Sunday**

General:
Failure to follow the correct instructions causing activation of the alarm, may result in a security guard to attend. Callout fees will be passed onto the Hirer if the alarm is activated.

4. Cleaning and Waste

The City shall employ cleaning contractors to clean the Venue at frequencies determined by the City.

It is the Hirer's responsibility to ensure all rubbish is removed from the Venue, including the kitchen, at the end of the hire period. All internal bins must be emptied and all rubbish disposed of into the outside rubbish bins, or removed off-site. No food or drinks is to be left in the fridge and all plates/catering equipment removed from the venue.

5. Emergency Evacuation Procedures

Hirer's must acquaint themselves immediately upon arrival with the location and content of the evacuation Procedure for the Venue, including the location and type of fire extinguishers and blankets. Hirer's must ensure their employees, clients, suppliers, or guests are familiar with such procedures.

6. Insurance

If required by the City, Hirer's will provide a copy of their current public liability insurance certificate for an amount specified in the Terms and Conditions of Hire.

7. Parking

There is no designated parking for Hirers, visitors, or users of the Venue. Parking is available nearby either at metered or free period sites. Please see the parking map included in the folder.

8. Air Conditioning

Hirers will be provided with operating instructions for the air conditioner unit. It is the Hirer's responsibility to ensure they are familiar with these instructions before operating the unit. You are required to ensure the unit is switched off before leaving. Please notify the City of any failure in the operation of the air-conditioning facilities.

9. Shared Areas

Common Areas are not to be used for storage without prior written approval from the City.

Bikes/scooters must not be placed in the Common Areas and should be kept outside the Building in racks provided (and preferably locked). No bikes/scooters are to be left near any entrance doors to the Building.

10. Kitchen / Common Rooms

Access to the kitchen is only available with Key access. Entrance doors to these rooms must be kept closed at all times. Doors to outside areas must be locked before leaving the room.

Tenants and Hirers are responsible for keeping these areas clean and tidy. Please do not leave unwashed crockery in the kitchen as a courtesy to other users. Hirers must remove all unused consumables.

General cleaning items will be available for use. No tea towels or cleaning cloths are supplied.

The kitchen is not to be used for storage without prior written approval from the City. Personal items must not be stored on top of the work stations. Shelving is available under the servery areas for the storage of personal items such as handbags, keys etc. Hirers must not use or access any equipment in the kitchen that belongs to the Youth Services Team.

When operating any equipment, operating procedures and manuals shall be followed at all times. Equipment shall be used only in the manner for which it is intended. Any faults with the equipment are to be reported to the City.

It is recommended that when cooking in the kitchen that the air conditioner is turned on.

The chemicals plumbed into the dishwashers shall not be tampered with or changed by Hirer's. If chemicals require changing during the hire period this should be brought to the attention of the City.

The Hirer shall remove all waste products, dispose of waste responsibly and, recycle where appropriate. This includes the responsible disposal of cooking oils.

Any breakage, loss or theft of any equipment including but not limited to tables or furniture are to be reported to the City.

11. Signage, Advertising Material, Decorations

Posters, advertising material or decorations are **NOT** to be affixed to internal or external glass surfaces or walls. No BluTac, sticky tape or adhesive substance is to be used on any surface.

Freestanding signage may be used during the Hire Period if prior approval is granted by the City and such use must be consistent with any signage policy that the City may have. Signage must not obstruct any Common Area or access way.

12. Smoking & Alcohol

Smoking and Vaping is not permitted within the Building and not allowed within 5 metres of any entrance to the Building or Library, and within 10 metres of air conditioning intakes.

The consumption and serving of alcohol is not permitted.

13. Use of Building

1. The Hirer shall not use the Venue for any purpose other than the Approved Purpose specified in the Contract of Hire Form. Set up and pack up times must be included in the hire period.

2. The Hirer shall use the Venue and all its related equipment in a safe and proper manner. Audio Visual equipment shall be used in accordance with the manual provided by the City.

3. Hirers and users of the venue shall not;

i. light candles, candle lanterns or floating candles under any circumstances. These items result in unsightly litter and pose a fire risk; ii. Use confetti, rice or scatter decorations of any description;

iii. Light or operate a gas or wood fire appliance including but not limited to braziers, heaters, barbeque grills, outdoor heaters, alcohol burners;

iv. With the exception of appliances dependant on a permanent power supply such as refrigerators, leave any electrical lights or appliances on when vacating the Venue;

v. leave taps or dishwashers running in any location;

vi. damage any part of the Building or its immediate surroundings, if any damage is caused then the Hirer will be responsible for the repair of such damage; and

vii. do anything that may cause the Building to be vulnerable to fire, or to allow anything to be done that will cause damage or create annoyance or inconvenience to occupiers of any adjoining areas or buildings.

14. Music

Hirer's must be aware that music utilised in association with the hire of the Building may be in breach of the *Copyright Act 1968* unless the Hirer acquires the appropriate licence as specified by the APRA and Phonographic Performance Company of Australia (PPCA).

Hirers shall keep the volume of music and other noises within the legal noise level limits applicable to the time and use of the Venue. In the event of noise complaints or breach of law, a City employee may instruct the Hirer to take action to reduce noise. Failure to do so may lead to the Hirer being directed to immediately vacate the Venue.

15. Meeting Room Projectors

The City provides hirers with a HDMI Cable to connect to the AV Projector. If hirers do not have a HDMI Port on their Laptop, please ensure you bring a suitable adaptor.

Locate the wall port and connect one end of the HDMI cable provided to the HDMI port in the wall.



Connect the other end to your laptop. The port will usually be labelled HDMI.



Turn on your laptop and log on.

Turn on the projector. It should automatically display your laptop screen. If not you may need to adjust your laptops display settings to recognise the projector as a second display.

If the volume is not working check your laptop volume settings.

When turning the projector off, please ensure you press the OFF switch once and then repeat after 20 seconds.

16. WIFI Internet Connection

The City provides WIFI to all CRC Meeting Rooms. The WIFI connection Name and Password is located above the Air-conditioner control panel. The password is updated each month.

17. Intercom

An intercom system has been provided to service the individual Leased Premises and Meeting Rooms. The Hirer or Tenants are not permitted to make any alteration to the settings on the intercom panel located in the main entrance area.

When the main doors are closed you are able to provide access via the intercom system.



The person must push the arrow up button until they find the Tenant/Meeting Room, then push the bell.

If your intercom phone calls, pick up the receiver to see who is requiring access. If you wish to let them in push the bottom button with lock and hang up the receiver.



18. Vacating

At the end of the Hire Period, Hirers must ensure that the Venue used by them is left in a clean and tidy condition to the reasonable satisfaction of the City. Cleaning costs or costs for the repair of damage will be charged in accordance with the terms of the Agreement caused during the Hire Period.

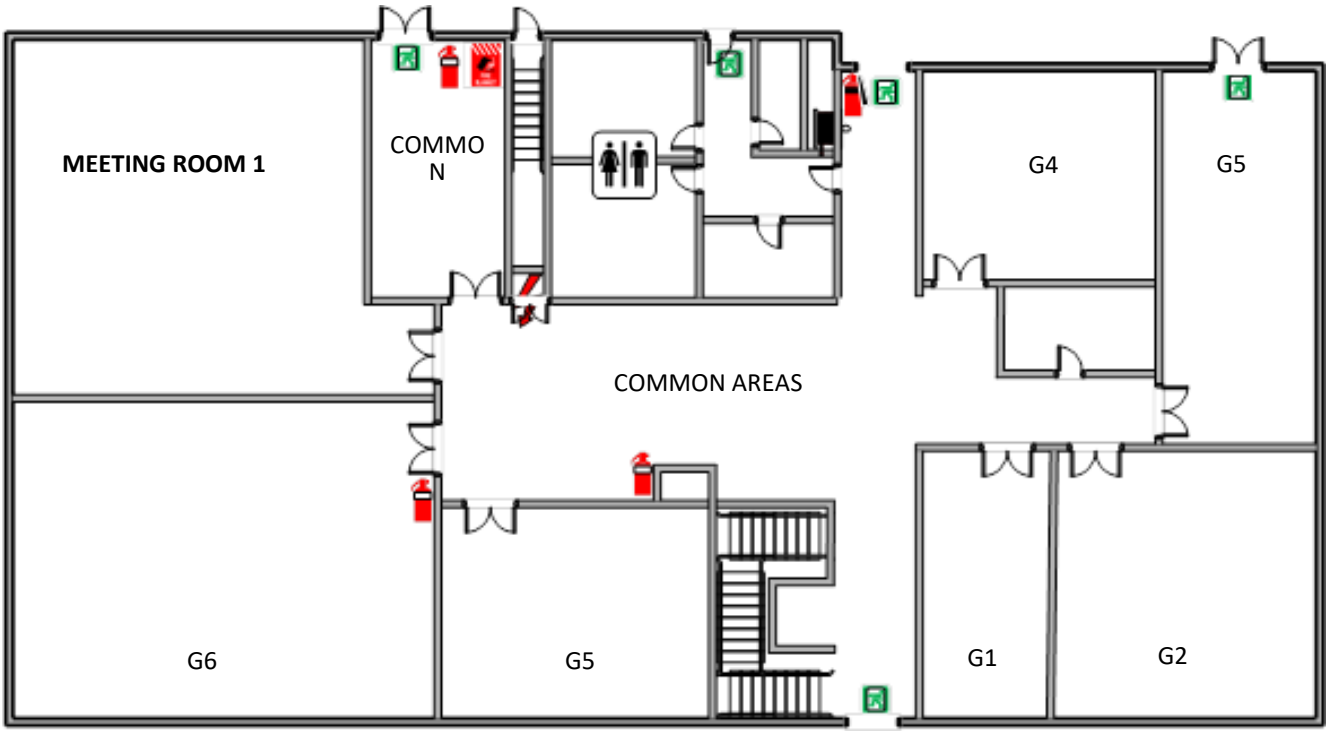
If a Bond has been paid, an inspection will be carried out by City staff after the hire period. If the venue has been left in a suitable condition, the Bond will be refunded within 5 – 7 working days. If the venue is not left in a suitable condition, the Hirer will be contacted to return and clean the venue. If there is not enough time between the next booking, the Venue Support team will request a cleaner attend the venue and the cost will be deducted from the Bond.

CONTACT DETAILS FOR CITY OF BUSSELTON

BOOKINGS / VENUE ENQUIRIES (Business Hours)
Venue Support Services
Phone: 9781 0383
bookings@busselton.wa.gov.au

URGENT MAINTENANCE (After Hours)
City of Busselton
Phone: 9781 0444

Ground Floor Plan



First Floor Plan

