

# The Basin Community House

Managing local Knox Council Facilities



**The Basin**  
Community House

Postal Address: PO Box 160, The Basin 3154

Hall Bookings; (03) 9761 0209

Accounts: (03) 9761 0209 Email: [info@basincommunityhouse.org](mailto:info@basincommunityhouse.org)

## 2020 Basin Community House Room Hire CASUAL USER BOOKING FORM

Room		Hire fee	Bond required
Kitchen	<input type="checkbox"/>	\$33/hr (gst inclusive)	\$350-\$1,100 (if after 3pm)
Community Room	<input type="checkbox"/>	\$33/hr (gst inclusive)	\$350-\$1,100 (if after 3pm)
Computer/Training Room	<input type="checkbox"/>	\$33/hr (gst inclusive)	\$350-\$1,100 (if after 3pm)
Craft Room	<input type="checkbox"/>	\$33/hr (gst inclusive)	\$350-\$1,100 (if after 3pm)
Long Room 1	<input type="checkbox"/>	\$33/hr (gst inclusive)	\$350-\$1,100 (if after 3pm)
Long Room 2	<input type="checkbox"/>	\$33/hr (gst inclusive)	\$350-\$1,100 (if after 3pm)

**STARTING DATE OF HIRE:**

**Start Time:**  \*

**FINISHING DATE OF HIRE:**

**Finish Time:**  #

\* This time includes set-up time. # All functions must be finished by 1am.

Hirer details	
Name	<input type="text"/>
Title	<input type="text"/>
Organisation	<input type="text"/>
Address	<input type="text"/>
Home Phone	<input type="text"/>
Work phone	<input type="text"/>
Mobile phone	<input type="text"/>
Email address	<input type="text"/>
Event details	
Nature of hire	<input type="text"/>
Approximate Number Attending	<input type="text"/>
Hire Fee	<input type="text"/>

## Office to keep

Please ensure you have completed all sections of the Application form above then return the completed form with payment to confirm your hire. Balance of payment is due 14 days prior to the hire date.

Bank Account Details (*For Bond Return*).

BSB: \_\_\_\_\_ Acc No: \_\_\_\_\_

**Payment:** You can make payment through the **internet banking** to our account: **Credit Union Australia BSB: 814 282 Account: 1039 5291**, by credit card, cash or by cheque. Please make cheques payable to **“The Basin Community House”**, and forward to the above PO Box address. If you have any payment queries, please call 9761 0209.

Under the terms of the Knox City Council lease **all users must have [Public Liability Insurance](#) to the value of \$10,000,000.**

Once casual hirers have paid their hire fee and bond, they will be issued a confirmation letter by The Basin Community House.

Upon presentation of this letter to Knox City Council they can take out Public Liability cover at a cost of \$80 up to 100 and \$115 over 100 unless they can prove they already have cover applicable to their use of the hall.

Out of Hours access to The Basin Community House will not be given until The Basin Community House has received a copy of your Public Liability Insurance.

We must also have a copy of the hirer’s current driver’s license for proof of identity. Access to the hall will be organized once all fees and paperwork have been received.

### **Hirer agreement**

Please tick, sign and date the following

- I/We have read and understand the General Hire Arrangements and Processes and will abide by the conditions and requirements as described and understand the hire exclusions.
- I/We understand the cleanup of the hall is the responsibility of the hirer and that **smoking is prohibited in all sections of the building and immediate surrounds. This includes car parks and on the property of The Basin Primary School.**
- I/We the undersigned agree to pay the required bond (as above) and undertake to pay extra charges where damage or loss of equipment is in excess of bond amount or make good any damage or replace any missing equipment. Knox City Council facility hire managers will inspect the building and surrounds, following the activity and if deemed satisfactory, the bond will be repaid in full, otherwise the bond will be held until any necessary repairs are carried out or missing equipment replaced. In the event of the facility not being cleaned satisfactorily, a charge for extra cleaning by a cleaner will be deducted from the bond.

**Signature of Applicant:**

**Date:**

**Office to keep**

OFFICE USE ONLY

	\$	Receipt Number	Comments
Hire Fee Per Hour			
Total Hire Fee			
Paid in Full			
Bond Due			
Bond Paid			
Bond Refunded			

Public Liability Insurance Attached	
Security booked if alcohol being consumed	
Registered with Party Safe	
Key Access Given	
Keys Returned	

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CREDIT CARD PAYMENT SLIP

CARD NUMBER : ...../...../...../..... EXPIRY DATE: ...../.....

TYPE OF CARD : VISA MASTERCARD

PAYMENT FOR : ..... AMOUNT :

SIGNATURE : .....

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## General Hire Arrangements and Processes

All permanent and casual hire arrangements are required to comply with the following:

### Bookings

- Signed and completed hire forms which provide full details of the activities a minimum of 4 weeks in advance of the activity date; (Please note: there may be exceptional circumstances where the timeline cannot be met, facility managers should contact their facility advocate to discuss)
- Hirers cannot be under 18 years of age;
- We reserve the right to decline birthday parties between 13 – 40 years of age.
- Photo identification (e.g. licence or passport) or written proof of age, identity and place of residence must be provided at the time of the booking.
- Party bookings are required to register with Party Safe via Victoria Police, a minimum of 4 weeks in advance of the activity date. Evidence of Party Safe registration must be provided to the Facility Managers/Booking Officers when booking the venue.
- For functions involving alcohol over the weekend period, additional [specific hire arrangements](#) apply, please see relevant section below.

### Bond

- Payment of a bond is required as part of the hire fee;
- Bond payments provide security against damage to the building, furniture, fittings and any cleaning undertaken by Council or the Facility Manager resulting from the Hirer's use of the premises;
- Bond payments also provide security against breach of the hire agreement terms and conditions. Provision of false information or conduct of activities outside of the agreed terms will result in the hirer forfeiting the bond amount.
- Return of bonds will not occur sooner than 14 days following conclusion of the activity.

### Public Liability Insurance

- Hirers will need to obtain adequate public liability insurance cover in order to confirm their booking. This can be purchased through Council's customer service centres (accompanied by a letter from the Facility Manager or Booking Officer) or the hirer organises their own cover;

## Hirer to keep

- The hirer will be required to produce a certificate of currency for the facility and for the usage date;
- The hirer must not permit the number of the people attending the facility to exceed the maximum number specified for the facility.

### Noise/Music

- The hirer must ensure that noise, music and/or behaviour does not impact on surrounding residents. All music is to be turned off by 11pm and the facility vacated by midnight Friday and Saturday. All music is to be turned off by 10pm and the facility vacated by 11pm Sunday to Thursday.
- Hirers must ensure that the level of sound coming from a Council facility does not reach a level where it would impact on the residents of surrounding properties (as per the Environmental Protection Authority Residential Noise Regulation, 2008 and the Knox Good Neighbour Guidelines, 2011).

### Occupational Health and Safety

- Electrical safety requirements – hirers to ensure that all electrical appliances brought onto the site have been tested and tagged by a qualified tester and electrical equipment are set up correctly and used safely;
- First aid – Council facilities are not required to provide first aid kits for community use. Hirers should ensure access to first aid requirements;
- Emergency Evacuation Procedures – hirers to be aware of the evacuation procedures of the facility which are on display at the Hall;
- Hirers must not permit smoking within the facility or within 4 metres of the entrance to the facility.

### Alcohol

- It is illegal for an adult or a minor to give alcohol to someone who is underage without parental consent (Secondary Supply Legislation (Victoria) November 2011);
- When hiring Council facilities you are not permitted to sell liquor or to include liquor in the price of an entry fee. In the situation where a facility occupier already has an existing liquor licence, you are required to adhere to the existing terms and conditions of the existing licence and those of Council, including adhering to consumption hours.

## **Permits**

The hirer is responsible for obtaining any permits/registrations/arrangements, where applicable and must be sighted when booking the facility. Examples of permits that may be required:

- A liquor licence is generally not required for private events where alcohol will be supplied free of charge. It is advised that information regarding the requirements for a temporary liquor licence are checked via the Victorian Commission for Gambling and Liquor Regulation (VCGLR) website;
- Where food is to be sold a Food Handling permit must be obtained via this link: [https://streatrader.health.vic.gov.au/public\\_site](https://streatrader.health.vic.gov.au/public_site).
- Information regarding safe food handling can be found via the Victoria Government - Department of Health website.

## **Specific Hire Arrangements and Processes for activities over weekend periods where alcohol is to be consumed:**

Any activity during the period of 3.00pm Friday to 8.00am Monday, where alcohol is to be consumed and inclusive of hire processes detailed above, the hirer is required to additionally provide:

- Documentary evidence of the engagement of licensed security officers which is to include the company name and ABN.
- Ratio of Security Guards: As a general rule the ratio of security guards to patrons at an event is 1:75 patrons – any additional patrons over this number up to 100 requires two security guards. Please contact VCGLR for further information,
- A bond amount of \$1,100.00 is required for events under this section.
- Hirers should be encouraged not to advertise the event on open social media and ensure it is strictly by invitation only.

## **Hire Exclusions**

- Council facilities are not to be hired for gambling activities or night club activities where an entry fee is to be charged. This includes ticketed dance parties.

**In accordance with Knox Councils Declared Fire Danger Rating Procedures, on days with Code Red or Catastrophic Fire Ratings all activities and hires will be cancelled and the hire fee will be credited back to the hirer.**