

Maroondah Federation Estate

Facility Hire Application Package

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CONTENTS

	Page
1. Definitions	2
2. Conditions of Hire	
General Conditions of Hire	3
House Keeping Rules	4-5
Commercial Kitchen	5
Security	6
Public Liability Insurance	6
Liquor Licensing	6
Local Laws	7
Parking	7
Signage	7
Bond Payments	8
Payments	8
Cancellation of Events	8
3. Fees and Charges Schedule	
Room Hire Fees	9
Bond Payments	9
Liability Insurance Fees and Charges	9
Equipment Fees and Charges (Per day)	10
4. Room Capacities	10
5. Map of Maroondah Federation Estate	11
6. Facility Hire Application Form	12-13

1. DEFINITIONS

In this package the following terms have the meanings detailed below:

Council - Maroondah City Council and includes employees, agents, Licensees or invitees of the Council.

MFE - Maroondah Federation Estate.

Local Community - Organisations that provide community oriented, recreational, social and educational programs and do not gain any monetary benefit from the program.

They must meet all of the following criteria;

- Be a registered charity, group or organisation that can provide proof of a 'Not for Profit' status as defined by the Australian Taxation Office,
- Be located within and/or servicing the residents of the City of Maroondah.
- Meet a demonstrated need within the City of Maroondah.

Government - Any Local, State or Federal Government organisation that provides services to the community.

Private or Commercial - Any individual, group of individuals, club or any organisation that:

- Does not have a 'Not for Profit' status as defined by the Australian Taxation Office,
- Operates for profit or provides a fee for service program,
- Wishes to use the facilities for a private function eg corporate use, birthday parties, weddings etc.

Regular User - Any group, individual or organisation that hires the facility on an ongoing basis. To be considered a regular user one of the following criteria must be met;

- Weekly hire - minimum of 10 consecutive weeks,
- Fortnightly hire - minimum of 10 consecutive fortnights,
- Monthly hire - minimum of 10 consecutive months.

Casual User - Any group, individual or organisation that hires the facility once off or on an irregular basis. That is any group or individual that does not meet the criteria of a regular user as defined above.

Internal User - An internal user refers to all departments within Maroondah City Council.

Public Holiday - Includes the eve of a public holiday and the actual public holiday.

Hirer - Means the Hirer specified in the Facility Hire Application Form and where it is consistent with the context includes the Hirer's employees, agents, invitees and persons the Hirer allows in the facility.

2. CONDITIONS OF HIRE

General Conditions of Hire

- 2.1 Hiring arrangements are to be strictly in accordance with MFE's Facility Hire Application Package. Upon signing the **Facility Hire Application Form**, the Hirer agrees to comply with the **Conditions of Hire**. Please be aware that as the Hirer you will be agreeing to the Conditions of Hire for all members of your group. Therefore, we suggest that you make all members aware of the said Conditions.
- 2.2 The Facility Hire Application Form must be returned to the Customer Service and Administration Officer at MFE.
- Regular user groups can arrange multiple hire and extended term hire to a maximum of 12 months by completing one application form.
 - All other application forms can be submitted up to 8 months before the event is to take place.
 - Tentative bookings will not be considered for processing.
 - All bookings will be confirmed in writing within 5-7 business days of receipt.
- 2.3 Council reserves the right to uphold the definitions captured previously in this document.
- 2.4 The Hirer shall be entitled to use only those areas in the facility and equipment expressly requested by the Hirer and approved by MFE. Council reserves the right to let any other portion of the buildings for any other purpose or purposes at the same time of your hire.
- 2.5 The Hirer must only use the facility for the purpose stated on the Facility Hire Application Form, as well as the hours specified, unless otherwise permitted by MFE staff. Any use beyond those times will be subject to an additional fee.
- 2.6 No period of hire is to be transferred by the Hirer under any circumstances.
- 2.7 This is an agreement for casual and regular hire of facilities within MFE and will not be deemed to provide any lasting rights of possession or other tenure over the facility to the Hirer.
- 2.8 Arrangements for supervision of the facility by the Hirer, including details relating to public safety will be provided by the Hirer and be to the satisfaction of Council.
- This includes the registering of parties with the Party Safe Program. Information regarding this program can be found at www.police.vic.gov.au or on Council's website www.maroondah.vic.gov.au under Leisure and Culture.
- 2.9 The Hirer must not permit the number of the people in the room to exceed the maximum number specified in the Facility Hire Application Package.

House Keeping

Set Up & Pack Up:

- 2.10 MFE does not have a hall keeper. Therefore, all users are responsible for setting up and packing up the room in which they hold their meetings, functions etc. All users of the facility should include enough time as part of the hours of hire completed on the application form in order to do so. This includes putting away all chairs and tables.
- 2.11 All function rooms have a green list of equipment placed on the wall inside the door, or alternatively inside the storeroom door. Please observe the instructions on these signs as they will assist with the effective pack up of the room, and make equipment easy to access for those who will be using the room after you.
- 2.12 Tables and chairs are not permitted in the hallway outside the function rooms, for various reasons including Occupational Health and Safety and Emergency Evacuations.

Kitchenette:

- 2.13 A kitchenette is included in the hire fee for use by all groups using the function rooms. The kitchenette has a fridge, continuous hot water, filtered water and some teaspoons, glasses, jugs, cups, saucers and mugs. **Tea, coffee and milk are not provided.**
- 2.14 Should any of your catering be stored in the Kitchenette refrigerator, please ensure that it is labeled with your name and placed on the shelf labeled with the relevant room number hired. Please remove any left over food, milk, drinks etc from the fridge and Kitchenette once room hire has concluded. This includes taking any plates/trays etc supplied by caterers.
- 2.15 **ALL facility users are responsible for leaving the kitchenette clean and tidy.** This includes washing and putting away dishes, loading and emptying the dishwasher if necessary, placing all rubbish in bins, emptying of bins if required, and wiping benches. Cleaning products are located above the sink and additional garbage bags in the draws. Out of courtesy to other users of the facility, please keep the kitchenette free of debris, boxes and other items for the duration of your event.

Should the room or kitchenette be left in an unsatisfactory condition, any additional cleaning expenses incurred shall result in the hirer being subject to an additional fee.

Dining Room:

- 2.16 **It is imperative that the Dining Room is returned to the EXACT order in which it was found at the commencement of your room hire.** A floor plan of the dining room has been placed on the notice board in the dining room for your reference. **The fridge, cups, saucers, urn and other similar items are property of the Ringwood Senior Citizens Club, and use of these items is not permitted.**

Room 1 (Piano):

- 2.17 Please do not move the piano in Room 1. Damage to the piano and the floorboards will be caused if it is moved and hirers will be held liable.

Room 5:

- 2.18 This room has been permanently set up as a meeting room. A plan of the room layout has been placed on the wall inside the door. Should you need to move the tables during your booking please ensure that the room is returned to the configuration shown on the layout.

Cleaning:

- 2.19 Please bring the green **Function Room Checklist** with you to assist in packing up and cleaning the room after use. Please leave the completed form at reception or in the after hours drop box.
- 2.20 Food and drink are permitted in the room you have hired. The Hirer is responsible for the clean up of all food and drink matter including spills and crumbs from the floor and all surfaces within the room(s) hired. A broom, dustpan and dishcloths are located in the kitchenette.
- 2.21 Please ensure that all rubbish is removed from the room and placed in the appropriate bins in the kitchenette. If rubbish amount exceeds the rubbish bin allocation in the kitchenette, rubbish must be placed in the outside bin enclosure, located at the top end of the car park. This is accessible by asking for a key at reception, or in the case of after hour's events using the key you have been provided to access the facility.

Courtyard:

- 2.22 All users of MFE are welcome to use the courtyard to enjoy the outdoors while at MFE. Kindly remove any garbage that you may have from the Courtyard and place in a rubbish bin in the Kitchenette. Ashtrays are located in the Courtyard - please ensure that any cigarette butts are put out in the ashtrays.
- 2.23 The use of BBQs in the courtyard is only permitted in the area near the shade sail. BBQs are not to be used in other areas of the courtyard.

Open Flames/Smoke Machines:

- 2.24 Candles, kerosene lamps and devices such as smoke machines **ARE NOT PERMITTED** in the building or courtyard at any time.

Commercial Kitchen

- 2.25 The Commercial Kitchen is only available for hire for after hours events.
- 2.26 The Hirer must provide their own cooking utensils, pots, pans, etc. for use in the Commercial Kitchen. Under no circumstances is the hirer permitted to use any equipment other than the appliances in the Commercial Kitchen. The Hirer is not permitted to enter into any cupboards nor remove any items from within the cool room of the Commercial Kitchen.
- 2.27 Please note that if you are using the Commercial Kitchen it is imperative it is left immaculate. This includes removing all rubbish from the bins, wiping down counters, emptying the dishwasher, cleaning crumbs out of the appliances you have used and ensuring the cool room door is shut. This may also include mopping the floor if necessary.

An additional cleaning fee shall apply to any Hirer who fails to leave the kitchen as it was upon entering.

- 2.28 The hirer is held responsible for any damage that may be incurred to any equipment in the Commercial Kitchen whilst being used for an event. The Hirer shall be fully and completely financially responsible for any damage to any part of the Commercial Kitchen.

Security

- 2.29 In the case of events which occur outside MFE's regular hours of business, the Customer Service and Administration Officer or representative of MFE will supply the alarm code and keys.
- 2.30 After hours keys may be collected during MFE business hours, up to 24 hours prior to the event taking place.
- 2.31 Special arrangements for after hours keys for Regular users will be made by the Customer Service and Administration Officer.
- 2.32 The Hirer is responsible for ensuring all interior and exterior doors are locked, and that the security system is armed at the conclusion of their hire period.
- 2.33 Please be aware that for security reasons, the doors leading to the courtyard are always locked after business hours. If you wish to use the Courtyard during your after hours event, the doors to the Courtyard **MUST** be re-locked once you re-enter MFE.

If the Hirer fails to adhere to 2.32 and 2.33 of Conditions of Hire, they may be held liable for any damages or loss incurred to MFE or its contents.

Public Liability Insurance

- 2.34 All hirers are required to have public liability insurance.

The Hirer shall either;

- Provide a current copy of a Public Liability Insurance Policy (Certificate of Currency) in the amount of \$10 million. This copy must be provided at the time of submitting the Facility Hire Application Form.
- Arrange Public Liability Insurance coverage through Maroondah City Council for the period of your booking at MFE.

Liquor Licensing

- 2.35 Alcohol can be consumed at MFE, providing the following conditions are met;
- Wherever alcohol is to be taken into and consumed at MFE, the Hirer must notify MFE staff upon submitting their Facility Hire Application Form.
 - If the Hirer intends to sell alcohol, they must obtain a Liquor Licence via Consumer Affairs. Please note that a donation and/or charging a fee per head would be considered to be the same as an all-inclusive charge.
- (Consumer Affairs can be contacted with regard to Liquor Licensing via www.consumer.vic.gov.au or via their help line 1300 5581 81. An application for a limited licence costs \$58.50 and takes approximately 35 days to process).
- 2.36 Public liability requirements inclusive of liquor consumption must be met.
- 2.37 Alcohol is **NOT** permitted in the Courtyard at any time.

Local Laws

- 2.38 The Hirer must comply with all laws including Council's local laws in connection with the facility and the Hirer's use of the facility. Local laws can be viewed on the Maroondah City Council website www.maroondah.vic.gov.au
- 2.39 In accordance with the provisions of Council's Municipal Places Local Law No.2 – Amendment No. 1, **NO SMOKING is permitted within MFE**. Persons wishing to smoke must do so outside the building.
- 2.40 The Hirer shall not permit the level of noise from any entertainment to exceed the level recommended by the national Health and Medical Research Council of Australia, viz100db per half hour per day. The Hirer must meet EPA guidelines.

Parking

- 2.41 Please be aware that car parking at MFE is limited. Please note that the signed area of the car park, which is designated for use by Meals on Wheels (MOW), is for their use only between 10.30am and 1.45pm Monday to Friday. Council has the right to and may enforce these restrictions.
- 2.42 Cars, trucks, vans etc are not permitted on the pathways and driveway at MFE. Please ensure that all those attending MFE for your bookings, including contractors are advised of this clause.
- 2.43 Motorcycles are not permitted on the pathways and driveway at MFE, and are not to be parked under the eaves of the building.

Signage:

- 2.44 During business hours, signage indicating the name of your event will be provided in the foyer to assist with directing people to your event. Signs can also be placed in the holder outside the room you have hired. In fairness to other users of the facility please do not place signage on walls and windows in the common areas of the facility.
- 2.45 Advertising Boards – Please note that the use of advertising boards (including A Frames) at MFE must be done within the following guidelines.
- Provide copy of current public liability insurance of at least \$10 million (covers the articles on Council land)
 - The advertising board is positioned in one of the designated areas, and must be secured or anchored. Please contact the Customer Service & Administration Officer at MFE for designated areas.
 - No impediment is caused to vehicles, traffic or pedestrians
 - At least 1.5m of footway remains unobstructed
 - Advertising boards are:
 - less than 1m high x 0.6m wide
 - securely anchored
 - not attached to any street furniture, trees or fittings
- 2.46 Temporary Advertising Signs – Please note that advertising signage or community notices such as real estate boards are not permitted at MFE. Advertising signage such as this is only permitted in designated areas throughout the City of Maroondah. Should you wish to advertise your event in this manner, you will need to contact Maroondah City Councils Local Laws Department on Ph: 9294 5653.

Bond Payments:

- 2.47 All after hours casual users are required to pay a bond a minimum of 28 days prior to their function taking place.
- 2.48 All after hours regular user groups are required to pay a bond fee when they place a booking for an initial sequence of events with MFE. Bond requirements for regular user groups who continue to book events with MFE will reviewed on a case by case basis.
- 2.49 Council will refund the Bond to the Hirer after the event date(s) unless any amounts are required by the Council to:
- Repair damage to the room, which occurred while the Hirer had access to the room, regardless of how the damage occurred.
 - Clean the Room to its condition prior to the event.
 - Recover any other costs incurred due to a breach of the Conditions of Hire.
 - Replace security and/or key locking systems due to the loss of a key or security breach by the Hirer or when the Hirer was in possession of a key.
 - Recover any costs incurred due to security callouts, or the attendance of Emergency Services for non-emergency situations.
- 2.50 The Management of MFE will have discretion as to whether any part of the bond is returned to the Hirer should a breach occur.
- 2.51 The Hirer will be responsible for any costs for damage to the room or MFE greater than the bond amount.

Payments

- 2.52 Payments can be made by; cheque, cash, eftpos, visa, mastercard, or bankcard. A cheque is to be made payable to Maroondah City Council. All payments must be received by the due date indicated on the invoice.
- 2.53 If you have booked numerous events over an extended period of time, the Customer Service and Administration Officer can organise a payment schedule for you.

Cancellation/Changes to Events

- 2.56 All cancellations and/or changes to your booking, **MUST be forwarded in writing or via email** to the Customer Service and Administration Officer at MFE.
- 2.57 Cancellation and/or booking changes that are received 14 days or less prior to the booking date, will incur a 25% administration fee based on the total booking charge for that event. Any bookings cancelled 15 or more days prior to the booking date, will be fully refunded.

3. FEES AND CHARGES SCHEDULE

3.1 Room Hire Fees (Hourly Rates)

Local Community	Room1	Room2	Room3	Room 4	Room 5 - Permanently Set Up Meeting room	Dining Room	Community Workshop	Artist Studio 3	Commercial Kitchen
Hourly Casual User Rate	\$26.70	\$24.10	\$22.70	\$21.40	\$20.00	\$24.10	\$18.20	\$15.10	\$5.40
Hourly Regular User Rate	\$19.10	\$16.60	\$15.30	\$14.00	\$12.70	\$16.60	\$12.10	\$9.10	\$4.30

Government	Room1	Room2	Room3	Room 4	Room 5 - Permanently Set Up Meeting room	Dining Room	Community Workshop	Artist Studio 3	Commercial Kitchen
Hourly Casual User Rate	\$33.40	\$30.70	\$29.40	\$28.00	\$26.70	\$30.70	\$24.20	\$21.20	\$6.70
Hourly Regular User Rate	\$25.50	\$23.00	\$21.70	\$20.40	\$19.10	\$23.00	\$18.20	\$15.10	\$5.40

Private or Commercial	Room1	Room2	Room3	Room 4	Room 5 - Permanently Set Up Meeting room	Dining Room	Community Workshop	Artist Studio 3	Commercial Kitchen
Hourly Casual User Rate	\$41.90	\$39.20	\$37.80	\$36.30	\$35.00	\$39.20	\$30.30	\$27.30	\$8.30
Hourly Regular User Rate	\$33.40	\$30.70	\$29.40	\$28.00	\$26.70	\$30.70	\$24.20	\$21.20	\$6.70
Fri – Sun & Public Holiday Rate	A 20% surcharge will apply to the total booking fee for any Private or Commercial Users hiring a room.								

3.2 BOND PAYMENTS

	Room1	Room2	Room 1 & 2	Room3	Room 4	Room 5	Dining Room	Community Workshop	Artist Studio 3	Commercial Kitchen
Friday, Saturday & Public Holidays	\$500.00	\$500.00	\$500.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$100.00
Sunday to Thursday	\$250.00	\$250.00	\$500.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$75.00

Please Note:

A bond is payable for all after hours casual bookings and may alter depending upon the nature of the function. Detailed above is a listing of the standard bond fees charged. A premium bond fee may be charged where it is felt a significant risk may be incurred by the facility for holding a function of a particular nature.

3.3 LIABILITY INSURANCE FEES - Purchased through Maroondah City Council

Single hire without alcohol:	\$16.50 per event
Single hire with alcohol:	\$33.00 per event

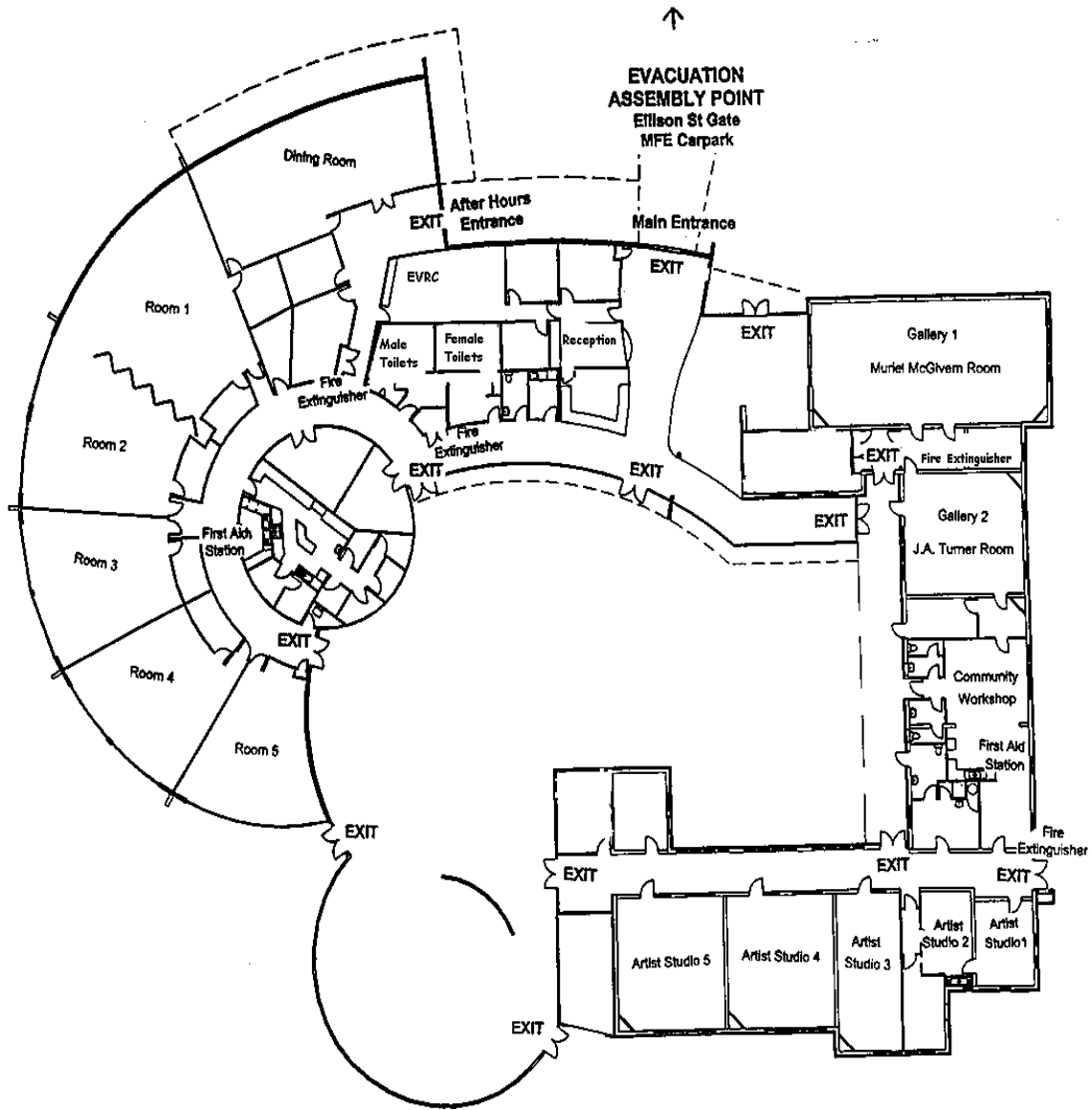
3.4 EQUIPMENT FEES & CHARGES (Per Day)

Equipment	Local Community	Government	Private/Commercial
Overhead Projector	\$11.60	\$17.30	\$23.10
Data Projector	\$17.30	\$23.10	\$28.90
TV/ Video/DVD	\$11.60	\$17.30	\$23.10
Portable PA	\$11.60	\$17.30	\$23.10
Whiteboard	\$5.80	\$8.70	\$11.60
10 litre Urn	\$5.80	\$8.70	\$11.60
20 litre Urn	\$11.60	\$17.30	\$23.10
Lectern	\$5.80	\$8.70	\$11.60
Projector Screen	\$5.80	\$8.70	\$11.60

Please note: If you have requested the use of equipment for your event, kindly note that we do not provide whiteboard markers, dusters, extension leads or double adapters. Please ensure that you have any required items with you for your event.

4. ROOM CAPACITY

ROOM	Seating Capacity Theatre Style	Seating Capacity Tables & Chairs	Floor Surface	Sound - proof Room	No. of Power Points	PA System	TV Aerial
Room 1	85		Polished Boards	Yes	2	Portable only	Yes
Room 2	75		Polished Boards	Yes	3	Portable only	Yes
Room 1 and 2	160		Polished Boards	Yes	5	Portable only	Yes
Room 3	65		Carpet	No	3	Portable only	Yes
Room 4	50		Carpet	No	3	Portable only	Yes
Room 5 - Meeting Room		24	Carpet	No	3	Portable only	Yes
Dining Room - After Hours Only		70	Vinyl	No	4	Portable only	Yes



Maroondah Federation Estate

MAROONDAH FEDERATION ESTATE FACILITY HIRE APPLICATION FORM

Name of Organisation / Individual:	
Contact Name & Position (If different from above):	
Postal Address (Please note billing address if different from post address):	
Telephone No's:	(B/H) (AH) (Mob) (Fax) Email:
Please indicate the hire category in which you/your organisation falls?	<input type="radio"/> Local Community (Please provide proof of 'Not for Profit' Status) <input type="radio"/> Government <input type="radio"/> Private or Commercial
Date/s of Hire:	
Time/s of Hire: (Including set up and pack up of the facility)	
Room/s you will be hiring: (Please tick appropriate Room/s)	Room 1 <input type="checkbox"/> Dining Room <input type="checkbox"/> Room 2 <input type="checkbox"/> Art Studio 3 <input type="checkbox"/> Room 3 <input type="checkbox"/> Community Workshop <input type="checkbox"/> Room 4 <input type="checkbox"/> Room 5 <input type="checkbox"/>
Name of Event/ Seminar:	
Purpose of Hire / Nature of Activities:	
Estimate number of people attending function:	
Liability Insurance to \$10 million	<input type="radio"/> Existing Liability Insurance * <input type="radio"/> Arrange Liability Insurance <input type="radio"/> Purchase Liability Insurance through Council
Evidence of Public Liability Insurance must be attached unless you are purchasing from Council:	<input type="radio"/> Yes Date: <input type="radio"/> No Signature: * Evidence of Liability Insurance must be provided prior to event taking place.
Will you be playing music?	<input type="radio"/> Yes <input type="radio"/> No

If yes what type of music?	<input type="radio"/> Live Music <input type="radio"/> DJ <input type="radio"/> Stereo
Will alcohol be served at the Function?	<input type="radio"/> Yes <input type="radio"/> No
Liquor Licence Applied for?	<input type="radio"/> Yes <input type="radio"/> No
Liquor Licence Sighted?	<input type="radio"/> Yes <input type="radio"/> No
Equipment Requirements (please note that fees apply to all equipment hire):	<input type="checkbox"/> OVERHEAD PROJECTOR <input type="checkbox"/> DATA PROJECTOR <input type="checkbox"/> TV/VIDEO/DVD <input type="checkbox"/> PORTABLE PA <input type="checkbox"/> WHITEBOARD <input type="checkbox"/> LECTERN <input type="checkbox"/> 10 litre URN <input type="checkbox"/> 20 litre URN <input type="checkbox"/> PROJECTOR SCREEN <input type="checkbox"/> COMMERCIAL KITCHEN

Acknowledgment

I acknowledge that:

- I have read and understood the Conditions of Room Hire;
- I have read and understand the Emergency Procedures Manual for Maroondah Federation Estate;
- Where the Hirer is a company or incorporated association, I am authorised by the Hirer to complete the application Form on the Hirer's behalf; and
- I am personally responsible for ensuring that the Hirer complies with the conditions of hiring the room and if the Hirer breaches any of the conditions, I will be personally responsible for any such breaches, including any damage to the Room.

Name

Witness Name

Signature

Signature

Date

Date

Submitting your Application Form:

Once completed and signed, please return the application form along with any other relevant documentation required to;

**Customer Service and Administration Officer, Maroondah Federation Estate,
Maroondah City Council, P.O. Box 156 Ringwood 3134**

OR

fax to 03 9298 4345

Maroondah City Council is committed to the privacy principles as prescribed by the Information Privacy Act. The information on this form is being collected to ensure accurate information for your booking with Maroondah Federation Estate. Information will be accessed by staff at Maroondah Federation Estate for the purpose of your booking requirements. Council has appointed a Privacy Officer to assist in the implementation of the legislation in addition to handling any enquiries. They may be contacted on 9298 4211 or via email at: privacy@maroondah.vic.gov.au

Office Use Only

Date Received:Date Processed:.....

Staff Initial:.....