

BOX HILL SOUTH NEIGHBOURHOOD HOUSE

CONDITIONS OF HOUSE HIRE (NON COMMERCIAL)



Box Hill South Neighbourhood House (BHSNH) is available for hire to groups and individuals providing the Hire/hiring shall not interfere with the activities conducted by the House.

CHILD SAFE ORGANISATION

Box Hill South Neighbourhood House is a child safe organisation and is committed to promoting and protecting the interests and safety of children. We expect all groups and organisations who hire our rooms to comply with the requirements of the Commission for Children and Young People Act 2012 and to have implemented/be implementing the Child Safe Standards if required to do so.

- **The Committee of Management and/or the Manager have the right to refuse usage.**
- **An House Hire application must be completed and given to the Manager before the date of hire.**
- **The Hirer shall use only those parts of the premises nominated in the application with use of the kitchen.**
- **House to be left in the condition in which it was found** - i.e. floors to be swept (and mopped, if necessary), kitchen to be left clean and tidy, all furniture to be put back in place. Please mop up any spills or mess. A mop, brooms, dustpans and other cleaning items are located in the **cupboard** in the middle room.
- **All rubbish to be taken with you** (bring your own bags), as our bin is TOO SMALL to accommodate the extra rubbish
- **Maximum number of people allowed on our premises at any one time is 40.**
- **Our permit regulations do not allow us to have any alcoholic beverages on the premises. We ask you to abide by this regulation. No smoking on premises.**

Arrangement for keys to be negotiated with office staff at time of booking. If you are using the key lock system please remember to replace the key and protect the security of the House.

Hire includes use of trestle tables and chairs, children's tables and chairs & larger equipment such as the slide, crockery and cutlery, pots and pans, and the use of the kitchen. Also included is ducted heating in the winter and an air conditioner during the hot weather – please check instructions before hire. PLEASE ADVISE US IF YOU INTEND TO USE OUR OVEN OR STOVE TOP.

Telephone is available in the hall for personal & emergency local calls only. A donation box located near telephone in the hall. **Emergency contact numbers** are located on the front & side doors.

Parking: use the rear and driveway carpark spaces whenever possible. If the carpark is full and you need to park on the street, please park only on our side of the road and leave considerably – our neighbours have the right to access their driveways without difficulty. Please advise the families attending your function of our parking arrangements.

Children's playground: the house's playground is designed for children aged 0–3years. The gate key to the other playground is hanging in the childcare room on hook near the inner door on a red floral lanyard. Please ensure that the gate is locked and the key is replaced where found.

Insurance for house usage

1. The Hirer may purchase of the sum of \$15.00 (inc GST) a Public Liability Cover provided through the City of Whitehorse for this single hiring only. The City of Whitehorse has undertaken the public liability insurance cover for the duration of your hire. The sum of \$15 paid is specifically for this coverage. **Our insurers have also advised there is a \$250 excess associated with this policy and it is therefore necessary to inform anyone purchasing this insurance of that excess if the cover is activated. OR**
 - The Hirer must show evidence of a Public Liability Insurance Policy for a minimum sum of \$10,000,000, insuring the Hirer against all actions, costs, claims, charges, expenses & damages which may be brought or made or claimed against the Hirer arising out of or in relation to the Hiring Agreement.

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- BHSNH accepts no responsibility for accidents or incidents beyond its control.
- It is a requirement under Occupational Health and Safety Legislation that any electrical items (eg: as computers, cassette recorders) brought for use during the hire of BHSNH must be “electrically tagged” to ensure they are safe for use in the House. Please speak to one of the staff if you have any concerns about this.

Hire Charges

- Hire charge is to be paid in advance when keys & instructions are collected prior to the hire date.
- House hire fees are subject to change, a fee structure is available from the office.
- The Committee of the Management shall determine the charges for hire.

BEFORE LEAVING THE PREMISES PLEASE CHECK

- ✓ **All interior lights are switched off - outside lights are on a timer (PLEASE DO NOT TOUCH THE TIMER)**
- ✓ **Heating is turned off - see note near controls at front door.**
- ✓ **Air conditioner is turned off - remote next to unit on the wall.**
- ✓ **ALL external doors are locked & shut.**
 - **Before leaving ensure all doors are locked from the inside by turning the snibs (instructions on the doors) & exit via the self locking door of the side (Kendall) room.**
 - **The fire exit doors¹ are located in the Kendall room & onto the deck near the children's toilet/nappy changing area and first aid kit is located.**
 - **All non self locking doors have clearly marked instructions on the door.**
- ✓ **All windows are closed & appliances are turned off (including turning the wall safety switch for the oven.**
- ✓ **All rubbish removed from premises and no food left in the fridge or kitchen.**
- ✓ **All dishes, cups and cutlery is washed, dried and put away**

A REMINDER THAT THE OFFICE IS ALARMED WHEN NOT IN USE AND NO PAPER OR NOTES MUST BE POSTED UNDER THE DOOR

EMERGENCY EVACUATION PLAN AND PROCEDURES

Please familiarise yourself with our emergency evacuation plans and procedures.

¹ In the event of an emergency evacuation, please read our evacuation plan. These are located in every room next to emergency floor plans. This outlines the procedure to be taken in the event of an emergency. It is the responsibility of each group hiring the house to ensure **all** their group members are aware of the emergency procedures and the emergency exits. Please report any accident, incident or faulty equipment to the House Manager as soon as possible.

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KEY SAFE INSTRUCTIONS

The key safe is located to the right of the electricity meter box at the front entrance of the House. It is in a small metal box with numbers on the cover and the key resides in a space behind the cover.

The porch area is lit by a sensor light at night.

1. Get the current pin number from the staff
2. Punch in the number, pressing each button until you hear it click in – if you make a mistake press the CLEAR button and start again.
3. When all the numbers are in, push the OPEN button on the top of the dial downwards to release the cover – the whole cover comes off in your hand so proceed carefully!
4. Remove the key and close the safe cover by using the same pin code.
5. Remember **to replace the key** in the safe for the next person when leaving the premises.

The key safe is protected by a code which is changed regularly.

Please keep the number in a safe place and do not share it with anyone else unless they are part of your group.

As a Neighbourhood House we rely on each person taking responsibility for the safety and security of our House and making sure the key is returned to the safe when they leave the premises.

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APPLICATION FOR HOUSE HIRE (non commercial)

NAME OF HIRER: _____

ADDRESS: _____

PHONE NUMBER: _____

PURPOSE OF HIRE: _____

DATE/S OF HIRE: _____

COST: _____

TIME REQUIRED: _____ ROOM(S) REQUIRED: _____

ESTIMATED NUMBER OF PEOPLE ATTENDING _____

(Maximum number permitted on premises at any time is 40 – including children – this is a permit requirement and not negotiable. Also under our permit requirements is a no alcohol on premises policy).

I will / will not be using the oven or stove top (please circle answer)

Do you have public liability insurance with minimum \$10,000,000 coverage? (Tick one)

- ☐ YES – I have provided a copy of your certificate to the House Manager
- ☐ YES – I have paid the additional charges for insurance with my house hire fee and have read the terms and conditions.

I/we have read and agree to comply with the Conditions of House Hire

SIGNATURE

DATE

Office Use Only:

Hire fees paid ☐ Public liability sighted/paid ☐ Key lock used for hire Y/N ☐ Diary notation of hire ☐