

Alphington Community Centre (ACC) Venue Hire Information 2016

2 Kelvin Rd Alphington Tel. 9499-7227



Alphington Community Centre Venue Hire information

Thank you for enquiring about hiring Alphington Community Centre (ACC), our space is available to hire for parties, meetings, workshops and events.

Kelvin Rd Main Room

Our Kelvin Rd space is ideal for small events and is very popular as a venue for birthday parties for children or as a meeting space for community groups. We recommend a maximum capacity of no more than 30 people (including children); if you require a larger space we recommend you try the Alphington Scout Hall.



The Kelvin Rd Main room includes –

- ✓ Hire of the main room, kitchen, bathroom and outdoor area
- ✓ Use of the kitchen which has an oven and medium size fridge – large enough to accommodate a birthday cake and drinks.
- ✓ Use of all kitchen items e.g. plates, glasses etc.
- ✓ Use of the outdoor area which is shaded and has a sandpit with sand-toys and outdoor furniture.
- ✓ Use of up to 24 chairs
- ✓ Use of trestle tables
- ✓ Use of market umbrella
- ✓ Use of whiteboard
- ✓ Ideal of groups up to 30 people



Kelvin Rd Meeting Room

This space is available to hire for-

- ✓ Meetings
- ✓ Small groups
- ✓ As a place to study
- ✓ It has a desk, couch, chairs, whiteboard, small bathroom with toilet.
- ✓ Ideal for very small groups, no more than 8 people.

Community Groups

If you belong to a community or resident group located in the 3078 postcode, then you can hire our venue for meetings on a Wednesday night for free. Please enquire for further details.

We hope that you find all the information you need in this booklet but if you have any further questions regarding hiring our venue, please contact our centre 9499-7227.

We wish you luck for a successful event!

Becca Smith

Centre Manager, Alphington Community Centre

Alphington Community Centre Inc. A0023198Z | ABN 64 831 331 597

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Alphington Community Centre – 2016 Venue Hire Fees

Thank you for your interest in hiring one of Alphington Community Centre's spaces, please find information on fees and hiring guidelines as of 1st July 2016.

Venue	Price per hour Community/Activity Group Local Schools	Price per hour Private hirer e.g. party group
Kelvin Rd – Main Room, including kitchen and outdoor area	\$20 one off/casual hire \$16.00 term/regular hire	\$30.00
Kelvin Rd – Small Room	\$16.00 one off/casual hire \$10.00 term hire	n/a
Kelvin Rd – Small Room for studying purpose - casual only (not available ongoing)	\$6.00 for a two hour block	

Venue	Price per hour 3 rd party hirer (commercial businesses, counsellors etc.)
Kelvin Rd – Main Room, including kitchen and outdoor area	\$45.00 one off/casual hire \$36.00 term hire
Kelvin Rd – Small Room	\$33.00 one off/casual hire \$22.00 term hire
Kelvin Rd – Small Room for Counsellors	\$6.00 per hour \$5.00 per hour when a 5 hour block is booked

Public Liability Insurance

- Community groups, educational activities and birthday parties are covered by Alphington Community Centre insurance.
- Please note that 3rd party hirers must have their own public liability insurance. A copy of the current certificate of currency must be produced before booking will be confirmed.

WEEKEND PARTY TIMES

The main room is not available to hire for parties on a Saturday morning, but is available Saturday afternoon and all day Sunday. The main room is available to hire for parties in 4 hour blocks.

- Saturday Afternoon 1.00pm-5.00pm
- Sunday Morning 9.00am-1.00pm
- Sunday Afternoon 1.30pm-5.30pm

Hire Fees & Payment

Payment terms -

1. A completed venue hire booking fee is required along with payment of a deposit before your booking will be confirmed.
2. A 50% deposit is required to secure the booking. Please note that this is non-refundable if booking is cancelled within 7 days of booking.
3. Balance of the fee is payable no later than two days prior to the date of booking. Once the full payment is made the keylock code will be given to you which enables access to the venue on the day of booking.
4. A cancellation fee equivalent of 50% will apply if less than one weeks notice (7 days) is given to cancel booking.

Venue hire payments –

Payments can be made by cheque (please make payable to Alphington Community Centre), cash, EFTPOS or by direct deposit–

Direct Deposit:

Alphington Community Centre
Bendigo Bank Clifton Hill
BSB 633 000
ACC# 145099982

1. Please put your name in the description eg B.Smith/venue hire
2. Please email accounts@alphingtoncommunitycentre.org.au once this has been done,

ALPHINGTON COMMUNITY CENTRE Application for venue hire 2016

Name: (Person responsible)	
Organisation/Group (only if applicable)	
ABN (only if applicable)	
Address:	
Telephone/mobile	
Email	
Date of hire:	
Time of hire:	From: To: <i>Time of hire must include pack up and setup time and adhere to our party hire times</i>
Proposed use (please tick one of the boxes)	<input type="checkbox"/> Community group <input type="checkbox"/> Counsellor <input type="checkbox"/> Party <input type="checkbox"/> Other (Please state) <input type="checkbox"/> Meeting
Which venue do you wish to use?	Place a cross in one of the squares - <input type="checkbox"/> Main Room at ACC incl kitchen & Outdoor area <input type="checkbox"/> Small Meeting room at ACC
Number of people attending:	
Total Cost:	
Deposit Paid:	
Balance Due:	
Receipt Number: <i>Office use only</i>	

Conditions of hire:

1. All bookings required must be on an application form and must be approved by the Centre Manager.
2. A deposit equal to 50% of booking fee is required to confirm a booking and 100% is payable prior to booking date.
3. If hiring for the term then term bookings must be paid in full prior to the term commencing.
4. A cancellation fee equivalent of 50% will apply if less than one week notice (7 days) is given to cancel booking.
5. If booking is for the term and you cancel a session more than twice in one term then the booking will revert to a casual hire and you will need to book on an as needed basis.
6. Weekend hires must be completed and paid for by the Thursday prior.
7. Only one booking per person/group is permitted in a 24 hour period.
8. User groups are not permitted to sub-let the Community Centre to other groups.
9. The ACC Committee of Governance may cancel a user group booking if the conditions of use are not respected following feedback and discussion (depending on the nature of the concern).
10. The ACC Committee of Governance may choose to charge a user group for damage or cleaning if necessary.
11. It is the responsibility of the user group to maintain reasonable behaviour at all times. This includes the supervision of children and keeping noise down to a reasonable level.
12. All usage on an evening or weekend must conclude by 9.00pm.
13. Alcohol will not be permitted on the premises without written permission by the ACC Committee of Governance or the Coordinator.
14. Rubbish to be taken away and the centre left as the user group found it. This includes washing dishes, cleaning, and the replacing of any furniture or equipment that may have been moved, to its original position.
15. No smoking is permitted in the building or in the child play area located at the rear of the building. No flames allowed e.g. candles, incense etc. Birthday candles are acceptable under strict supervision.
16. Any supplies, equipment or toys damaged to be replaced.
17. Hire includes the cost of gas and electricity.
18. One warning will be given to groups who do not abide by the conditions. Serious breach of conditions will lead to immediate cancellation of booking and any subsequent bookings.

I agree to the ACC conditions of hire and payment terms -

Signed _____ Date ____/____/____

Please print name _____

Venue hire approved by Centre Manager

Signed _____ Date ____/____/____

Becca Smith, Centre Manager

Venue Instructions: Alphington Community Centre 2 Kelvin Road, Alphington

Here are some easy instructions to ensure the smooth running of your activity or event –

PARKING

Kelvin Road is a very narrow street so if coming by car we advise that you and your participants park in surrounding streets. Please take note of parking restrictions.

MAIN ROOM

OPENING INSTRUCTIONS A key lock is located inside the gate at the front entrance. To access the key please put in the four-digit-password which staff will give you. Please unlock the front door then return the key to the key lock making sure you scramble the numbers on the lock. You won't need the key again. Turn on lights, heater if required, open all blinds.

OUTDOOR AREA You are welcome to use the outdoor area. Please ensure that you lock the door before you leave and close the sand-pit cover if using the sandpit. Toys in the roller door cupboard outside are available for children to use – please replace these before you leave.

KITCHEN & BATHROOM You are welcome to use the kitchen and all equipment, cups, cutlery, tea & coffee etc. If you do use the kitchen you must wash, dry and put away all dishes, empty the rubbish bins and wipe down benches and please also mop the floor. Please mop the bathroom after use. All cleaning supplies are under the sink in the kitchen and the mop and vacuum are located in the storeroom off the main room.

MEETING ROOM

A key lock is located outside the side entrance. A key lock is located inside the gate at the front entrance. To access the key please put in the four-digit-password which staff will give you. Please unlock the front door then return the key to the key lock making sure you scramble the numbers on the lock. You won't need the key again. Turn on lights, heater if required, open all blinds. A small bathroom is located off the meeting room – the door can be a bit sticky, it is never locked, just give it a push to open.

FIRST AID KIT A first aid kit is located outside the kitchen – please report any items used to centre staff so items can be replaced. If you are in the meeting room and need a first aid kit, please use key to access main building.

RUBBISH Please take all rubbish and recycling out to the rubbish bins located at the left of the building next to the playground. Please replace the rubbish bags of the inside bins.

CLOSING INSTRUCTIONS Please read the '**Before You Leave**' sign next to the kitchen door in the main room. Please ensure that you leave the centre as you found it including;

- putting away any extra furniture you've used
- vacuuming, mopping,
- washing, drying and putting away all dishes,
- closing blinds
- turning off all lights
- turning off the heater
- locking all doors

OFFICE HOURS CONTACT Please contact our office 9499-7227 or info@alphingtoncommunitycentre.org.au if you have any further questions.

AFTER HOURS CONTACT Please contact Alphington Community Centre Coordinator – Becca Smith 0400-551-781 if you have any questions. 😊 Thank you