

Sorrento Community Centre 2020 Facilities Hire Conditions Community Rates

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Thank you for your enquiry regarding facilities hire at Sorrento Community Centre.

We welcome you to use our facilities for meetings, trainings and presentations, sports or other events that support our aim to bring people together to **connect, learn, grow and strengthen**.

It makes sense to choose Sorrento Community Centre because....

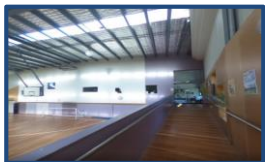


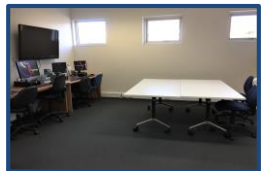

- Conveniently located in the heart of Sorrento; plenty of parking at the door
- Free Wi-Fi, projection facilities, whiteboard
- Hiring fee includes access to kitchen facilities (electric hotplate and oven), 'fridge, microwave and dishwasher. Catering can be arranged for you.
- Available 7 days (incl. evenings); entry outside office hours can be arranged



All rates include GST (where applicable). An invoice can be issued if required.

** Is your activity for commercial benefit? Please contact us to discuss business rates.*

Rates quoted are as at 1 February, 2020 (as approved by Board) and are subject to change.

Stadium		
	Suitable for sports events, exhibitions, shows, markets, etc. Seats 100 Chairs and Trestle Tables available	\$30 per hour \$120 half day (up to 4 hrs.) \$180 full day (4 - 8 hrs.)
Art Studio / Meeting Room		
	Suitable for meetings or workshops In-room tea making facilities (inc. sink, kettle, microwave) Suitable for up to 18 people	\$20 per hour \$40 half day (up to 4 hrs.) \$70 full day (4 - 8 hrs.)
Meeting Room		
	Suitable for meetings or workshops In-room kitchen and tea making facilities (inc. 'fridge, sink, hot water, microwave) Suitable to up to 25 at tables or 40 theatre style	\$30 per hour \$110 half day (up to 4 hrs.) \$170 full day (4 - 8 hrs.)
Meeting / Computer Room		
	Suitable for meetings or workshops Computers (4) available Wi-Fi included Suitable for up to 18 people	\$15 per hour \$40 half day (up to 4 hrs.) \$70 full day (4 - 8 hrs.)
Kitchen		
	For exclusive use – suitable for classes	\$40 per hour

Sorrento Community Centre – Conditions of Facilities Hire

Insurance

All hirers are required to have Public Liability Insurance with indemnity for \$20m. Evidence of Insurance must be supplied prior to approval of hire.

Security and Incidents

Please ensure your group understands the emergency evacuation procedure. **In an emergency, phone 000.** Coastcom Security manage the Centre (1300 844 844); your group will be charged for call out costs.

Security ratio is 1/100 people; in the event that a Hirer is required to arrange security personnel or Victorian Police to be in attendance at any time, only licensed security personnel are permitted and their security numbers are to be displayed during period of hire.

Care for your Health and Safety

Please follow health and safety standards. Spills must be immediately cleaned up to prevent accidents (cleaning can be arranged for \$50 per hour); watch for overcrowding and obstruction of passages or entry ways. Smoke machines are prohibited due to fire detection devices.

A First Aid kit is available in the kitchen, and an AED in the foyer. For your protection, for large gatherings, we strongly advise having a qualified First Aider available.

Condition of Premises

The hirer is responsible for any damages or losses incurred to equipment or property. When leaving, please act responsibly and vacate at the time arranged.

Consider those **coming in after you, and return the room to its original state.** As a Community Centre, we keep Hiring Fees low to make the Centre accessible to as many people as possible. We work on a self-help basis – we do not have cleaning staff every day, nor do we have staff to set up/take down rooms for you.

Please clean as much as possible, and empty all bins into the external rubbish bins (ready for pick up by Council). If left dirty, a security bond/fee may be required for additional cleaning, damage, etc.

Times and Noise

All persons must have left the premises by 11.30pm due to residential zoning. The State Environment Protection Policy Section 2 (<https://www.epa.vic.gov.au>) sets out acceptable noise levels. Amplified music should not be heard in properties adjoining the Reserve after 11.00pm (10.00pm on Sundays). If the noise exceeds these times, the Police may be called. Users must give due notice to the amenity in the area.

Smoking, Gambling and Alcohol

Smoking is not permitted inside the building or around the entrances. No game of chance, at which either directly or indirectly money is passed as a prize is permitted. If alcohol is to be sold or included in the price of entry, the Hirer must: (a) check the appropriate permit - Liquor Licensing Vic (<https://www.vcqlr.vic.gov.au/>), (b) provide a copy of a Liquor Licence to SCC to endorse the Hiring application. No alcohol is to be served after 11.00pm.

Being Environmentally Responsible

We work hard to keep our hiring rates affordable for you. We look to you, the Hirer, to turn off lights, heating/cooling, to save power and costs.

Animals

Animals are not permitted in the Centre with the exception of Guide Dogs or Companion Dogs. Special approval is needed for pet events or expos.

Child Safety

Victorian Child Safe policies require that when children are involved in activities without their parents, Hirers or their staff must hold a current Working with Children Check.

Refusal to Let

Hirers must be 21 years and over and must be in attendance at all times at events where the majority of attendees are under 21 years. Facility Hire is at the discretion of the SCC Board who may refuse to let the facilities to individual or group; their decision is final.

Code Red Days

Sorrento Centre cannot be used on Code Red days and staff will not be available. Please ensure you have made alternative arrangements in the event of hot weather or storms.