



Darebin Intercultural Centre

Booking Policy and Guidelines - External
(It is very important to read and understand the conditions of use prior to booking)

Where Cultures Meet, Explore, Grow and Celebrate



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1. CENTRE OBJECTIVES

The Darebin Intercultural Centre is located at 59A Roseberry Avenue, corner of Roseberry Avenue and Kelvin Grove, Preston.

Objectives of the Centre:

The Darebin Intercultural Centre Objectives are to:

- Create an arena for intercultural dialogue and interaction between Darebin's diverse groups.
- Build intercultural skills and competence through formal and informal training and learning opportunities.
- Break down barriers between culturally diverse groups.
- Foster respectful and constructive inter-racial, inter-cultural and inter-faith relations.
- Explore the synergies of intersecting cultures.
- Challenge racism and discrimination through education and knowledge-building.
- Provide an alternative to gaming venues by offering a range of activities after hours, and on weekends and during the day.
- Position Darebin City as a role model of an Intercultural City.

The Centre plans to achieve its above stated objectives through a number of activities which include the following:

- National Day celebrations
- Seminars, debates, Q&A sessions, cultural events and workshops
- Film nights and afternoons
- Language classes
- Arts programs
- Game afternoons
- Cooking classes
- Exhibitions
- Professional development sessions

2. ELIGIBILITY

- To be eligible to book any of the Centre's facilities, groups are required to complete a booking form and demonstrate that the purpose of their activities meets the Centre's objectives to promote intercultural community relations and provide alternatives to gambling. To be eligible to use the Centre, the activities of the groups who apply should meet the above-stated objectives.
- A significant number of the activities at the Centre are organised, sourced and managed by Darebin City Council to ensure the Centre's objectives are progressed.
- Applications by groups or organizations to use the Centre are assessed on case-by-case basis against the Centre's objectives and eligibility criteria including the group's public liability insurance, financial capacity, to cover booking fees, and the nature of the activity held. Centre Management uses its discretion in relation to applications from new and emerging groups that have no financial capacity or public liability insurance in which case such applications may be auspiced by the Darebin City Council. For those who do not have the financial capacity to cover room hire,

Community Grants or Quick Grants may be applied for through Darebin City Council. Speak to the Centre staff for further details.

3. PRIVACY STATEMENT

The Darebin City Council is collecting the information on this application form for the purpose of registering and administering the hirer's application to use the Centre. Personal information will be used solely by Darebin City Council for the purpose of contacting the hirer regarding Centre activities and operations, and will not be disclosed outside Darebin City Council except as required by law. In particular, the information will not be disclosed to others for marketing purposes.

4. HOURS OF OPERATION

The Darebin Intercultural Centre is available for hire within the following hours:

Sunday to Thursday: 9.00 am - 10.00 pm and Friday to Saturday: 9.00 am - 11.00 pm

The hours of operation are set in accordance with the Environment Protection Act 1970. This is to ensure that the quality of life is not unduly affected for residents in the surrounding area.

To contact the Centre regarding a booking, please do so during office hours, 9.00 am – 5.00 pm Monday to Friday:

Telephone: 8470 8440.

Or Email: intercultural@darebin.vic.gov.au

**Outside of business hours, Darebin City Council may be contacted in case of emergency on:
Telephone: 8470 8889.**

5. FACILITIES

The Darebin Intercultural Centre offers the following facilities:

Pearl: Large first floor room suitable for training, meetings or functions. 60 seat theatre style room with small stage, AV projector, laptop, DVD, LCD TV, Wi-Fi internet and whiteboard.

Jade: Large meeting room suitable for training, meetings or functions. 50 seat theatre style room, AV projector, laptop, LCD TV, Wi-Fi internet and whiteboard.

Amber: 6 persons meeting room, first floor. Single desk office, computer, telephone, Wi-Fi internet.

Opal: 10 persons meeting room with Wi-Fi

Kitchen: Fully equipped modern kitchen with electrical appliances (not for commercial use).

6. DAREBIN INTERCULTURAL CENTRE HIRE RATES

Darebin City Council reviews fees and charges for the Centre annually as part of the Darebin City Council budget process. All fees charged are to contribute to the cost involved in operating the Centre, including electricity/gas, cleaning and maintenance.

The fees and charges schedule allows for all sections of the community to access the Centre and the definitions for each are as follows:

6.1 Community

- Any activity or function conducted by Darebin City Council where the service is offered and the costs associated with this service are funded by Darebin City Council.
- Community Groups providing programs, activities or services specifically for the benefit of Darebin residents and surrounding community.
- Programs or services provided jointly by Darebin City Council and another organization/s for the benefit of the community. The community benefit needs to be clearly identifiable or able to be clearly articulated.
- No religious or political activities should be conducted at the Centre.
- No religious or political material should be displayed at the Centre.
- No flags except the Australian flag and Aboriginal flag should be displayed at the Centre.
- No offensive material should be displayed at the Centre.

6.2 Private / Commercial

Any activity or function proposed by hirers for the following purposes is deemed to be private/commercial:

- Individuals for private use.
- All commercial ventures.
- Community Groups for private use or financial gain.
- Fund raising activity.
- Private function, i.e. birthday parties etc.

7. CONDITIONS OF HIRE

7.1 Regular Bookings

- All booking requests must be made in writing or via email with the following details:
 - Date and time of booking or a list of dates and times for a series of bookings
 - A small description of the group
 - The purpose of booking (nature of activities)
- The booking request will be assessed by Centre Management in line with Centre objectives and the hirer will receive information regarding room availability via email.
- Booking forms must be completed in full and returned within three (3) working days after confirming availability or tentative booking will be cancelled.
- Cancellations or alterations to hours booked must be made in writing, a minimum of three (3) working days prior to the date of the hire to avoid hire fee charges.
- Written confirmation of booking/s may be forwarded by mail, email or fax.

- Invoices will be sent monthly to the applicant. Payment terms are strictly 30 days. Accounts in arrears may result in cancellation of future bookings.
- Failure to correctly disclose the exact nature of a function, proposed use of the facility or any other relevant information on the application form may jeopardize any future bookings of Darebin City Council facilities.

7.2 Cancellations

- **Where notification of cancellation is received in writing by the Centre Management, at least three (3) working days prior to the event, no hiring cost will be charged for the cancelled booking/s.**
- **Where such cancellation notification is less than three (3) working days prior to the booking, at the discretion of the Darebin Intercultural Centre Management, the whole of the hiring cost for the cancelled booking shall be charged.**

7.3 Insurance

- The hirer of the Darebin Intercultural Centre shall not do or neglect to do or permit to be done or left undone anything which will affect the Darebin City Council's insurance policy or policies relative to fire or public risk in connection with the building and the hirer agrees to indemnify the Darebin City Council to the extent that such policies are affected through any such act of commission or omission.
- **A copy of the regular hirers' Certificate of Currency must be provided to the Darebin Intercultural Centre Management prior to any security cards/keys being issued and any occupancy of the building, it must be supplied to the Centre prior to the function.**
- Darebin City Council's condition of hall hire requires hirers to have public liability insurance for a minimum of \$10 million. If casual hirers do not have their own insurance, cover may be obtained by completing a Darebin City Council's Casual Public Hirers Public Liability Insurance Form which is available on request and paying the insurance premium at the time of making the booking. For hirers who have their own Public Liability Insurance a copy of the Certificate of Currency must be produced prior to the booking. For further information please visit www.communityinsurance.com.au
- Darebin City Council has a 'Casual Hirers Public Liability Scheme' which can be obtained when making a casual booking at any of the Darebin City Council owned/managed community facilities. Please refer to the permits and forms page at www.darebin.vic.gov.au for further information.

This policy has the following exclusions:

- A casual hirer cannot hire the facility more than 52 times in any one year (calendar year).
- Tenancy or lease agreements.
- Personal injury or property damage arising out of participation of events or activities held at the Darebin Intercultural Centre.

Does the hirer need Public Liability Insurance?

- All organisations and groups using Darebin City Council venues and/or recipients of cash grants greater than \$2,000 need to be covered by Public Liability Insurance and supply a copy of their insurance certificate with their grant application.
- Groups can apply for funding to cover the costs of Public Liability Insurance as part of their grant application.

- The Municipal Association of Victoria (MAV) recommends the Local Community Insurance Services (LCIS), a division of Jardine Lloyd Thompson (JLT) who has been actively providing insurance solutions to clubs and volunteer based community groups since 1987.
- For quotations, please contact LCIS by email: insurance@lcis.com.au , telephone 1300 853 800 or fax 08 8235 6448.

8. CONDITIONS OF USE

8.1 Limit of Hiring

- The hirer shall only be entitled to use the particular part or parts of the building hired. Darebin City Council reserves the right to let any other portion of the building for any other purpose or purposes at the same time.
- Darebin City Council has a priority of use of the Centre and reserves the right to cancel any booking at any time due to urgent business required to be conducted at the Centre.

8.2 Accompany Children

To prevent any child from injury, children must be accompanied and supervised by a responsible adult at all times.

8.3 Cleaning

- The hirer shall leave the hall and/or rooms in a tidy condition and all fixtures and utensils in good order and condition.
- Where in the opinion of the Darebin Intercultural Centre Management the facility has been left in an untidy state a cleaning charge of minimum \$ 53.45 will be incurred.
- **The Darebin Intercultural Centre does not permit any food to be taken away from the building due to Health and Safety Regulations.**
- **Any hirer preparing food at the Centre must have a food handling certificate. A copy must be supplied to the Centre prior to the event.**

8.4 Alarm System

- Hirers may on occasion be required to activate the Centre's security systems. Prior to leaving, the hirer must check the Centre and ensure that no one is left at the Centre. Hirers will be provided with operational instructions by Centre Management (see below section 8.5).
- In the case where the hirer fails to activate an alarm and the Security Company attends the building, the charges for the Security "call out" will be charged to the hirer.

8.5 Accessing the Centre After-Business Hours

- The Centre Management will issue the hirer an Access Card for entry into the Centre.
- It is the responsibility of the hirer to ensure collection of the access card during business hours from the Centre, minimum three (3) working days prior to event/function. No staff is available to come to open the Centre if the hirer forgets to collect the card.

- The access card must be returned within three (3) working days after use of the facility (except for **regular user groups**).

8.6 Sub-Letting

- No portion or portions of the facility are to be sub-let nor bookings transferred by the hirer without the written permission of the Darebin Intercultural Centre Management.

8.7 Storage

- Storage at the Centre is very limited. Hirers and users are only permitted to store materials or equipment at own risk by prior arrangement with Centre Management.
- A hirer or user is not permitted to store or use any alcohol or illegal substances on the premises.

8.8 Damage

- The hirer is responsible to check rooms prior to commencement of the function, in case of any damage to the rooms; the hirer is required to contact Centre Management and/or after hours number and report the damage immediately, Telephone: 8470 8440 / 8470 8889.
- Floors, walls, blinds or any other part of the Centre or any fittings or furniture, shall not be broken, pierced by nails or screws in any way.
- Floors, walls, blinds, audio visual equipment or any other part of the Centre or any fittings or furniture, shall not be removed or altered in any way.
- No notice, signs, advertisements, shall be erected without the consent of Centre Management.
- Scenery, fittings or decorations of any kind shall not be attached to or affixed to the walls, floors, doors or any other portion of the building, fittings, or furniture using tape, nails or screws.
- Existing decorations and signs cannot be altered without prior permission from the Centre Management.

Should any damage occur to any of the Centre's belongings the assessment of the damage made by Centre Management and the cost of repairs will be charged to the hirer and should be paid immediately.

8.9 Furnishing

- All furniture and equipment remain the property of the Darebin City Council and must not be rented out, removed or relocated outside the Darebin Intercultural Centre.
- No stage props, decorations, lighting and sound equipment, appliances and fittings or articles of any similar nature shall be brought into the Centre, without the consent of Centre Management. These, together with any catering appliances or fittings, shall be removed from the Centre at the conclusion of the function or activity within the booked time.
- If any equipment, appliances, decorations or articles of any similar nature are not removed from the Centre within the booked time, the hirer may be charged a penalty.

8.10 Theft

- Neither the Darebin City Council nor its staff will be liable for any loss or damage sustained by the hirer, or any person, firm or corporation entrusted to or supplying any article or thing to the hirer by reason of any such article being stolen, damaged or lost and the hirer agrees to indemnify the Darebin City Council against any such actions.

8.11 Performing Rights

- In the case of a performance or a concert, the hirer shall not produce, or permit to be produced any dramatic or musical work infringement of the copy right or performing right of any owner of such right or rights, and the hirer agrees to indemnify the Darebin City Council against any claim for breach of copyright or any action there with.

8.12 Open Flame Lamps/Candles

- No open flame shall be used in any part of Darebin City Council buildings. This can trigger the alarm and/or cause safety risks for the hirers. As a result of not adhering to the clause, any cost in occur should be charged to the hirer. Darebin City Council shall be sole arbitrator of all clauses.

8.13 Obstructions

- The hirer shall comply in every aspect with the regulations under the Health Act 1958 with regard to public buildings for the prevention of overcrowding, obstruction of laneways, passages, corridors or any other part of the building. Any person causing an offence against such regulations shall be removed from the building or, where deemed necessary, may result in the function or activity being terminated.

8.14 Kitchen Facilities & Appliances

- Food preparation is permitted as part of the Centre's cooking classes and demonstrations and can only occur with permission and supervision of the Centre Management. Reheating of pre-prepared food is permitted using the appliances provided.
- Caterers and hirers shall not take into the kitchen or any part of the Centre or use any gas or electrical appliances without prior permission from the Centre Management.
- Any catering requisites, appliances or fittings shall be removed from the building immediately after the function. The Centre will not take any responsibility for any of the above.

8.15 Smoking

- All Darebin City Council premises are smoke free zones. Accordingly smoking is not permitted inside any part of the Centre. Smoking outside the Centre must be at a distance of 9 metres away from the Centre.

8.16 Gambling

- No games which money is (either directly or indirectly) passed as a prize will take place in the Centre.

8.17 Liquor

- Consumption of alcohol is permitted for Darebin City Council organised functions only.
- Selling or using alcohol is prohibited at Darebin City Council premises.
- No drinks carriers or devices, which may damage the floor, may be used at the Centre.
- Centre hirers of the hall must take care to avoid spillage. In the event that spillage occurs, immediate action must be taken to clean up the area affected.

8.18 Noise Levels

- Noise levels during an activity or function at the Centre must be kept to a level so as not to cause unreasonable nuisance to residents of the surrounding area.
- As the Centre is located near residential areas, hirers and users are to ensure that when vacating the premises and the car park, the noise level is kept to a minimum.

8.19 Disorderly Behavior

- Neither obscene, insulting language nor disorderly behavior shall take place in or around the Centre.
- Where it is deemed necessary, an authorised person or the hirer if directed to do so, shall arrange for police attendance and the hirer shall be responsible for all expenses incurred in connection with such attendance.

8.20 Smoke Detector

- If in the event a smoke detector is activated as a result of an activity or function and the Metropolitan Fire Brigade (MFB) are called out, the hirer will be responsible for payment of any call-out charge made by the MFB. The detector can be activated by smoke machines, helium gas & fine dusts.

8.21 Other

- The Centre address must not be used as a contact place or registered office unless authorised by Centre Management.
- No vehicles or dangerous substances shall be brought into the Centre.
- The use of confetti or similar articles of decoration is prohibited in the Centre unless with express permission of Centre Management.
- No animals are permitted into the Centre except for guide dogs for the visually impaired.

9. EMERGENCY PROCEDURES

- In the event of any problems occurring at the Centre during office hours contact the Darebin Intercultural Centre Management on **8470 8440**.
- Report any break-ins or attempted break-ins to the Centre Management immediately, or if unavailable contact Darebin City Council Building Maintenance staff on **8470 8694** or on the Darebin City Council After Hour Service telephone number **8470 8889**.

10. ADDITIONAL CONDITIONS

Centre Management may, in respect of any application, specify any additional conditions he/she may consider necessary. Any such additional conditions will be advised prior to confirmation of the booking.

11. CONTACT DETAILS FOR DAREBIN INTERCULTURAL CENTRE

Darebin Intercultural Centre

Office Telephone (During business hours: 9.00 am – 5.00 pm) 8470 8440

P O Box 91

Preston VIC 3072

Email Address: intercultural@darebin.vic.gov.au

Facilities Maintenance 8470 8694

Darebin City Council after Hours Services 8470 8889

Website Address: www.darebin.vic.gov.au

The Darebin Intercultural Centre

Where Cultures Meet, Explore, Grow and Celebrate

12. Hirer's Booking Form for the Darebin Intercultural Centre

When Hirer's want to access the Darebin Intercultural Centre, the Centre Management requires the hirer to complete this form for each booking sought where applicable. (Please complete pages 12 to 17)

HIRER

Name of Group, Organisation or Individual:

Type of Organisation:

Name of function and nature of activities:

Description of the group/organisation/individual:

Contact Details:

	First Person	Second Person
Name:	<input type="text"/>	<input type="text"/>
Mobile:	<input type="text"/>	<input type="text"/>
Land Line:	<input type="text"/>	<input type="text"/>

Email:

Address:

Date and Time of Hire:

or

If for more than one day, list of dates and times:

(Please add a separate paper if space not sufficient)

PURPOSE OF HIRE: (Function / Gathering):

Number of Attendees:

Room set-up style:

(Room set up provided during business hours only)

If Kitchen required, time:

Documents Attached:

(Please tick the box if attached)

Public Liability Insurance	<input type="checkbox"/>
Police Check	<input type="checkbox"/>
Working with Children Check	<input type="checkbox"/>






Kitchen Usage Conditions for all Hirers:

- IC does not organise catering. All hirers including internal Darebin City Council staff must organise their own catering.
- No cooking to be conducted in the Kitchen, only heating is permitted.
- Crockery:
 - No crockery provided by IC.
 - User to provide own disposable plates and crockery (IC prefers Enviroboard 100% biodegradable and sustainable earth products be used). IC can provide disposable plates at a cost of,
 - \$ 9.25 per 25 large
 - \$ 11.30 per 50 small.
- IC provides coffee, tea milk, sugar, and stirrers.
- Kitchen must be left in a clean condition. Otherwise it will result in a minimum of \$ 53.45 cleaning fee.
- Caterers' trays to be returned by the hirers.

TYPE OF FACILITY REQUIRED:

- Large meeting room
- Community Kitchen
- Hot desk office space
- Other

Please tick which facility of the Darebin Intercultural Centre is being hired.

- | | | |
|-----------------------------------------------------------------------------------|-----------------------------------|--------------------------|
|  | Pearl Room (Max 60 people) | <input type="checkbox"/> |
|  | Jade Room (Max 50 people) | <input type="checkbox"/> |
|  | Amber Room (Max 6 people) | <input type="checkbox"/> |
|  | Opal Room (Max 10 people) | <input type="checkbox"/> |
|  | Community Kitchen | <input type="checkbox"/> |

For City of Darebin and Not for Profit Organisations:

ROOM	HIRE PER HOUR	TOTAL HOURS	TOTAL FEE
<u>Amber Room</u> (Max 6 people + Hot desk office space)	\$ 19.50 per hour		\$
<u>Opal Room</u> (Max 10 people)	\$ 19.50 per hour		\$
<u>Pearl Room</u> (Max 60 people)	\$ 26.70 per hour		\$
<u>Jade Room</u> (Max 50 people)	\$ 26.70 per hour		\$
<u>Community Kitchen</u> <u>Kitchen to be used for catering and serving food. No cooking is permitted, only heating food is allowed.</u>	\$ 53.45 per session or Free for simultaneous users of Pearl Room or Jade Room to serve catered food only		\$
<u>AV Hire</u>			\$
• Data projector and screen	\$ 16.45 per session		\$
• Lectern with PA and fixed microphone	\$ 16.45 per session		\$
• Laptop	\$ 16.45 per session		\$
• Blue-ray player (Pearl room only)	\$ 16.45 per session		\$
• Flip chart	\$ 16.45 per session		\$
• Whiteboard	No charge – provide own markers		-
<u>Staffing</u> Weekend support	\$ 37.00 per hour or above		\$
<u>Access to the Centre</u> An Access Card is necessary for after office hours or weekend access to the Centre	\$ 20 per access card – refundable on return of the card – only 1 card per hirer/group		\$

Not available after hours

For Non City of Darebin and Profit Organisations:

ROOM	HIRE PER HOUR	TOTAL HOURS	TOTAL FEE
<u>Amber Room</u> (Max 6 people + Hot desk office space)	\$ 26.70 per hour		\$
<u>Opal Room</u> (Max 10 people)	\$ 26.70 per hour		\$
<u>Pearl Room</u> (Max 60 people)	\$ 31.85 per hour		\$
<u>Jade Room</u> (Max 50 people)	\$ 31.85 per hour		\$
<u>Community Kitchen</u> <u>Kitchen to be used for catering and serving food.</u> <u>No cooking is permitted, only heating food is allowed</u>	\$ 63.70 per session Not Available For Commercial Cooking		\$
<u>AV Hire</u>			
• Data projector and screen	\$ 21.60 per session		\$
• Lectern with PA and fixed microphone	\$ 21.60 per session		\$
• Laptop	\$ 21.60 per session		\$
• Blue-ray player (Pearl room only)	\$ 21.60 per session		\$
• Flip chart	\$ 21.60 per session		\$
• Whiteboard	No charge – provide own markers		-
<u>Staffing</u> Weekend support	\$ 48.30 per hour or above		\$
<u>Access to the Centre</u> An Access Card is necessary for after office hours or weekend access to the Centre	\$ 20 per access card – refundable on return of the card – only 1 card per hirer/group		\$

} Not available after hours

The above fees include GST.

This policy has the following major exclusions when seeking to hire Intercultural Centre facilities:

- Pop concerts, carnivals and sporting events involving clubs or organisations.

All Groups must have a Public Liability Insurance.

Please contact Risk Services 8470 8347 if further information is required.

I hereby certify I have read and understood the Darebin Intercultural Centre attached booking policy and guidelines and I agree on terms and conditions stated in the policy.

Please tick

Name:

Position:

Signature:

Date:

For Office Use Only:

Access Card Number:

Documents received:

Friend of Darebin Intercultural Centre:

Kitchen usage:

Kitchen cleanliness:

The Darebin Intercultural Centre

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13. NOTICE TO ALL USERS OF THE CENTRE ON EVENINGS, WEEKENDS AND PUBLIC HOLIDAYS

If the hirer has an urgent issue for example: no power, no water, blocked toilets, swipe card not working etc. please call the after-hours number **8470 8889**.

Please Note: Only call this number after 5.00 pm on weekdays, weekends and public holidays.

Please inform the after-hours service of the following:

- the hirer's location (Intercultural Centre, 59A Roseberry Avenue, Preston)
- the name of the group or name of hirer
- what the problem is

If the hirer has a problem with the swipe card or unsure about the swipe card expiry date, please come and see the Darebin Intercultural Centre Staff, prior to the event during business hours, who are located at reception on ground floor- 59A Roseberry Ave, Preston. It is always preferred to make an appointment with the Darebin Intercultural Centre Caretaker. To make an appointment, please call 8470 8440 during the week, Monday – Friday 9.00 am – 5.00 pm.

It is the total responsibility of the hirer to lock up the front door and activate the alarm system of the Centre after finishing with their function if they are the last group in the Centre, please check to see if there are other users before you activate the alarm.

**Your cooperation and assistance with this is fully appreciated
by the Centre Management**

Darebin Intercultural Centre Management
8470 8440



The Darebin Intercultural Centre

Where Cultures Meet, Explore, Grow and Celebrate

14. Checklist for Hirers Using the Facilities at the Centre

The Centre is a shared space by many community groups; please take care of it by following the instructions below. This will assist in making the space comfortable and manageable for all hirers and users:

ENTRING THE CENTRE

- Swipe your access card issued (1 swipe to deactivate alarm & entry)
- After-hours Darebin City Council contact number **8470 8889**

WHEN USING THE ROOM/S BOOKED THE HIRER HAS TO:

- **Switch the lights on and switch off before leaving to save energy**
- **There is automatic heating and cooling (the hirers cannot adjust)**
- **You cannot use the following in the building:**
 - **HELIUM BALLOONS**
 - **SMOKE MACHINES**
 - **CANDLES**

IF THE ABOVE IS USED, THIS WILL SET OFF THE ALARM. SETTING OFF THE ALARM IS COSTLY IT WILL HAVE TO BE PAID BY THE RESPONSIBLE HIRERS.

EMERGENCY EVACUATION

- Follow the highlighted exits
- Do not block exits with furniture
- Phone 000 when safe to do so
- The hirer is responsible for the safety of their guests, and the evacuation procedures to help guests leave the building

WHEN USING THE KITCHEN

- Make sure the Ovens are switched off before leaving the building
- Make sure the Fridge is kept shut
- Stack the Dishwasher before leaving, if kitchen utensils have been used
- Make sure the Microwave is wiped clean, both inside and outside if it has been used
- The First Aid Kit in the kitchen above the fridge must be left in the correct place
- Replace Toilet Paper in the toilets before leaving

THE STORE ROOM

When using the Store Room, ensure the following:

- To leave the area tidy
- Return the items to the Store Room before leaving the building
- No items left on the floor, this will prevent accident

RUBBISH BINS AND RECYCLING

- Put all rubbish in the correct bin
- Put all recyclable rubbish in the correct bin
- Four bins are located in the kitchen

- If hirers have a large amount of rubbish such as that don't fit the bins, please take the rubbish to the large Darebin City Council bins located in car park at the back of the Centre entry from Roseberry Ave.
- Please use the bins in the toilets for disposal of hand paper towels rubbish
- Toilet paper sheets (NOT ROLLS) can be put in the toilet bowl

PACKING UP BEFORE LEAVING THE BUILDING

- Please leave the room/s, venue & kitchen the hirers have used, clean & tidy
- Ensure that doors are shut & locked

EXIT AND LOCK UP

- Swipe your card 3 times slowly to activate alarm (red light appears and alarm will beep for a minute to alert its activation)

THANK YOU