



Mount Eliza Neighbourhood House

Tel. 9787 8160

90-100 Canadian Bay Road, Mount Eliza Vic 3930

PO Box 130 Mount Eliza Vic 3930

www.mountelizanh.com.au | mail@mountelizanh.com.au

ABN 55 602 732 315 | Incorporation No. A0000267W

Room/venue hire form 2024

Mount Eliza Neighbourhood House (MENH) is available for hire and is located conveniently to the main street shopping precinct of Mt Eliza, with ample free parking and close access to other facilities, parklands and public transport. You can enjoy our modern building that is suitable for training, meeting or special events. A fully equipped kitchen is available and outside catering is welcome.

Venue hire rates.

	Community rate	Children's party rate	Commercial/Govt. rate
Children's party Room 1 and 2, kitchen, deck, BBQ and playground Weekends only	n/a	\$225.00 for four hours hire including set-up and pack-up, additional hours at \$50 per hour	n/a

Equipment hire rates

	Daily rate
BBQ	included
Projector	\$10
Table and chairs	Free
Kitchenware	Free but breakages must be paid for

Conditions of Hire

Availability

All venue hire is subject to availability.

Security Bond

A security bond of \$200 will be charged/held for additional cleaning or damage for events which carry a high risk, including birthday parties. The hirer is fully responsible for any damage or losses incurred to equipment or property, and public liability.

Fees

All prices include GST where applicable. The fee is required 4 weeks prior to booking date where applicable. Where applicable a copy of Insurance documents are to be attached to the Hire Agreement. Entry and alarm details to be provided 1 week prior to date of booking. Note that codes will not be given until fees has been paid in full.

Payment

Payments may be via cash, credit card or EFTPOS payments can be taken over the phone.

- In Person: Monday to Thursday 9am – 4pm 90-100 Canadian Bay Rd, Mount Eliza
- By direct deposit: BSB No: 633 000
Account No: 144717816
Please put surname/class in the reference e.g., Smith/room hire

Insurance

All Hirers are required to have a public liability policy of 20 million dollars. Copy of current certificate of insurance must be attached to Hire Agreement.

Please note that hirers using the centre for a children's birthday party and some community groups do not need public liability insurance as you are covered under MENH insurance.

Security

The Hirer may be required at the Hirer's cost, to arrange for security personnel or members of the police to be in attendance during the hire. Only licensed security personnel are permitted, and licenses and security numbers are to be displayed during hire. Security ratio is to be 1 per 100 people.

Refusal to let

It shall be the discretion of the Board of Governance to refuse to let the premises to any individual or group. The decision is final.

Equipment

We have a range of equipment for hire including:-

Crockery

40 Chairs

Tables

Caterers or Hirers are required to gain permission to bring any gas or electrical appliances into the Centre. Our kitchen facilities include domestic appliances; - electric hotplates and oven, fridge/freezer, microwave and dishwasher.

BBQ

Please ensure that the BBQ is to be cleaned after use or a cleaning charge of \$50.00 will be charged to the hirer.

Free Access

The Hirer must allow free access while hiring at any time to the Centre Manager.

Adult supervision

Hirers must be over the age of 21 years and must be in attendance at functions where the majority of those attending are under 21 years of age. The adult/adults, who will be supervising the function, must always remain on the premises.

Animals

Assistance dogs only are permitted in the centre.

Power Restrictions

In the event of power restrictions and the event not proceeding then the right to cancel or reschedule the event will be an option available for consideration.

Loss, Damage or Theft

Mount Eliza Neighbourhood House are not responsible or liable for any loss or damage suffered as a result of theft, loss or accident. The hirer hereby indemnifies the MENH.

Smoke Machines

Due to fire detector devices smoke machines are prohibited.

Smoke Detectors

Smoke detectors are alarmed to the Mount Eliza Fire Brigade and are located both inside the building and under the verandas. If these are triggered by smoking or BBQ smoke and the Fire Brigade attends, the Hirer will be liable for call out fee.

The centre is not available for:

- Selling alcohol
- Selling second hand goods without Council approval
- Any activity that is deemed unsuitable by the Mt Eliza Neighbourhood House Board of Governance.

Expectations of hirers

The alarm and key codes will be issued 1 week prior to booking date. Only access the Centre during your hired hours. The Centre is to be left in a secure state with windows and doors shut and locked and alarm engaged. The Centre is to be left in a clean and tidy state with tables washed down and floors, swept, mopped or vacuumed. Spills must be immediately cleaned up to prevent accidents. Mop and bucket are located in disabled toilet. All persons must have left the premises by 11.30pm due to residential zoning.

All furniture must be returned to its original position, lifted and not dragged over floor surfaces

Hiring Criteria

The Mt Eliza Neighbourhood house has a policy of Access and Equity and is committed to these values. The following categories will measure the priority for hiring the venue:-

1. The Mt Eliza Neighbourhood House.
2. Mornington Peninsula based not for profit community groups, residents and agencies
3. Mornington Peninsula based commercial or profit groups
4. Not for Profit groups outside Mornington Peninsula.
5. Commercial or profit groups located outside the Mornington Peninsula.

Other factors taken into consideration

1. **Community Benefit** –

That improves access to social opportunities and the health and wellbeing for groups traditionally disadvantaged including people with disabilities, low socio- economic backgrounds, young people, older adults, underrepresented groups and people from culturally and linguistically diverse backgrounds.

2. **Local Involvement** –

The extent to which the service, activity or program benefits the whole community and impacts on the business and residential precinct. Numbers of participants and time.

3. **Multi use and Diversity** –

A program, activity, service or function that clearly demonstrates a capacity and willingness to co – exist with other users, promotes, and encourages sharing of resources. An activity that acknowledges the access requirements of other Centre users.

4. **Social Use** –

Private or commercial use- activities will be considered that do not

- a. destroy or cause to be damaged the hired venue
- b. cause offence to the wider community, environment and individuals
- c. Cause nuisance disturbance or damage to any occupier or owner of adjacent property of the Mt Eliza Village Neighbourhood Centre Inc.

Cancellation

1. If we cancel the hire a full refund will be given.
2. If the hirer cancels at least 1 month prior the fee will be refunded less a 10% administration fee.
3. Less than seven days' notice of cancellation Mt Eliza Neighbourhood House will retain the full fee.

Smoking

Smoking is not permitted inside the building or around the front entrance or on the decking.

Venue condition

The Hirer acknowledges that the room or area to be hired is in good repair and in a clean condition at the commencement of hire and must reinstate it to the same condition at the end.

Noise

The State Environment Protection Policy Section 2 stipulates acceptable noise levels. Amplified music in the Centre should not be audible in properties adjoining the reserve after 11pm except, For Sundays where the limit is 10 pm. Users must give due notice to the amenity in the area. If the noise exceeds these times the Police may be called to issue an on the spot fine.

Alcohol

We support responsible serving of alcohol at events and no alcohol is to be sold/for sale. The intention to serve alcohol at any event must be indicated on the hire form and approved by the Board.

Gambling

No game of chance, at which either directly or indirectly money is passed as a prize, shall take place in any part of the premises.

Code Red Days - The Centre and Office will be closed on **Code Red Days** and staff will be unavailable. Please ensure you make suitable arrangements. A Full Refund will be provided.

Acts and Regulations

The hirer shall conform to the requirements of the

1. Health Act,
2. Local Government Act,
3. Any Local Law/By-law or Regulations applicable and shall be liable for any breach of such Acts, Local Laws/By-laws or Regulations.
4. The conditions of hire of the Mount Eliza Neighbourhood House Inc and OH&S (Occupational Health & Safety) Act and Regulations

Working with Children

A current "Working with Children" check is required for all activities e.g. workshops involving children.

Occupational Health and Safety

The hirer shall comply in every respect with regulations under the Health Act and Victorian Building Regulations regarding Public Buildings for the prevention of overcrowding and obstruction of gangways, passages, corridors, or of any part of the building. Any person causing an offence against such regulations shall be removed from the building.

Signage

No Notices, signs, advertisements, scenery, fittings or decorations of any kind shall be erected on the building or attached or affixed to the walls, doors or any other portion of the building, fittings or furniture, without prior consent of the Manager. All signage placed outside the building and in the streets is to be in compliance with the appropriate Council signage policy.



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Room/venue hire agreement

Please complete the following details and return to the office or via email info@mountelizanh.com.au with your Certificate of Currency (if applicable) and payment.

Your name	
Organisation (if applicable)	
ABN	
Address	
Email	
Telephone	
Mobile contact on the day	
Purpose of hire (e.g., meeting, workshop, bday party)	
Room/s required	
Date/s	
Time/s	
Hiring rate per hour including gst	
Total rate	
Equipment required (note this might incur an additional cost)	<input type="checkbox"/> BBQ \$15.00 <input type="checkbox"/> Tables and chairs – no cost <input type="checkbox"/> Crockery and cutlery – no cost
Will you be serving alcohol at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please note this is subject to approval by the MENH Board.

I have read the conditions of use determined by Mount Eliza Neighbourhood House attached and agree to abide by these conditions.

Applicant's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

We appreciate your cooperation in ensuring we have the correct information on file to assist us in providing you with a prepared Centre.

- We will contact you before hiring the centre with the key code and alarm code
- There is a First Aid Box in the kitchen off room 1 for your use if require. Please alert us to any OH&S issues as soon as there is a problem.
- Please ensure heating and cooling is turned off at the end of your session, as well as arming the centre with the security alarm. You can contact Telstra SNP Monitoring if you need their assistance PH. 1300 292922.

If you need any assistance or there is an emergency while you are using the Centre, you can call the Manager's work mobile on 0459 035 280.

Office use only	
<u>Invoice paid:</u>	<u>Alarm/keylock codes given:</u>