

DRILL HALL BOOKING APPLICATION FORM

When applying to hire a space please consider the following:

- Bookings are only confirmed once booking is approved and payment received.
- If the hirer cancels in writing to bookings@multiculturalhub.com.au cancellation fee would apply according to the terms of hire (clause no 3)
- Please liaise with Hub staff if you intend to bring any additional equipment into the venue

Section 1 : Hire's information

1. Name of Organisation (Please include brief description if user group)

2. Contact Person

3. Postal Address

4. Suburb

Postcode

5. Email

Phone

6. Contact number during event time(s)

Fax

7. ABN

8. Organisation Type (select one from options below)

8.a Small Community Group: to be eligible in this category you must provide Not for profit status documentation including evidence;

must supply one of the following (8.a.i or 8.a.ii):

8.a.i Incorporated Association/ company limited by guarantee must provide a copy of their last Annual report as evidence of annual turnover of less than \$150000 OR

8.a.ii An unincorporated Association must provide a statutory declaration signed by your current president or chairman & witness by legally authorised person declaring your annual turnover and that you have no paid staff.

8.b Not for Profit NGO:

Incorporation status: Incorporated Association Not Incorporated Company limited by guarantee

8.c Government (includes statutory authorities) Primary or Secondary School; TAFE/University

8.d Commercial / Private

9. Target Group Senior migrants New and emerging (including refugees)

International Students Indigenous Multi-faith Other (please describe)

10. Ethnicity:

DRILL HALL BOOKING APPLICATION FORM

11. Public Liability Insurance Details: Please Provide a copy of your Certificate of Currency

Policy Number: _____ Expiry date _____

If you don't hold Public Liability Insurance please mark this box (Terms & condition item no 16)

Section 2: Activity Information

12. Name of Activity/Event.

12a Activity/event purpose:

13. Date (s) required

14. Times required- please allow for set up, pack up/tidy up.

You will have half an hour after function ends for sanitise tables and chairs

(fees apply if you run overtime)

Note; Events should finish at 9pm. During 9pm-10pm is only for room pack up.

- **Minimum 3 hours booking per day**

Time access required from

Time function commences

Time function ends at

Time venue vacated

Total hours of booking

15. Additional equipment (Fees apply)

Data Projector Laptop Public Address system (Includes 2 Microphones)

15.a Other additional equipment (No fees) Markers, papers are not included

White board Flip chart stand Lectern
 We will bring our own equipment (Please attach equipment list)

Cleaning: COVID-19 guidelines: At end of the meeting, all equipment used must be sanitized following COVID-19 cleaning guidelines. Please refer to attached "COVID-19 Operational Guidelines"

16. Event Type

Meeting Launch Workshop Celebration Cultural Event
 Health & exercise Rehearsal other please describe

17. Number of attendees

(STRICTLY cannot increase number of attendees under any circumstances once your booking has been confirmed)

DRILL HALL BOOKING APPLICATION FORM

18. Name of the person who will collect and be responsible for the Drill Hall's Key	Name:	Mobile:
	Email:	Driving Licence No:
	Name:	Mobile:
	Email:	Driving Licence No:
19. Names of Hirers Emergency Controllers (refer item 14 in terms and conditions)	Name	Mobile
	Email:	
	Name	Mobile
	Email:	
20. Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, evidence of liquor license must be produced if you are charging a fee for the entrance to the event or you are selling alcohol. (Please refer COVID-19 guidelines)		
21. Catering Arrangements (Please refer COVID-19 guidelines)	<input type="checkbox"/> No food will be served <input type="checkbox"/> We are providing our own catering <input type="checkbox"/> We will be using the Hall kitchen facilities <input type="checkbox"/> Food will be served (please provide a copy of catering company COVID safe plan)	
22. Who will clean your room?	<input type="checkbox"/> We will clean the room (as per terms & condition 5) <input type="checkbox"/> Drill Hall management to arrange cleaning (Fees apply) (COVID-19 guidelines: At the end of the meeting, each table and chair needs to be sanitized following COVID-19 cleaning guidelines and returned to its original location. Please refer to attached " COVID-19 Operational Guidelines"	
23. How did you find about the Drill hall 23.a. Promotion	<input type="checkbox"/> Web search <input type="checkbox"/> e-newsletter <input type="checkbox"/> Facebook <input type="checkbox"/> Word of mouth <input type="checkbox"/> Other Would you like the Hub to promote your event via our Facebook site or to be displayed and promoted in the Multicultural Hub E-newsletter and on electronic screens located in the building? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please email weblink and/or flyer to bookings@multiculturalhub.com.au Would you like to receive the Hub e-newsletter <input type="checkbox"/> Yes <input type="checkbox"/> No Would you like to receive the Hub promotions <input type="checkbox"/> Yes <input type="checkbox"/> No	

Drill Hall Terms and Conditions of Hire

AMES Australia manages the Drill Hall and the Multicultural Hub on behalf of the City of Melbourne. We aim to provide a safe environment for all to enjoy free from discrimination or harassment of any kind, all users are expected to respect the nationality, ideas, beliefs, opinions, ethnicity, religion, gender and age of others using the hub at all times.

1. Hire Fees: Hire fees must be paid in advance of the booking. Additional fees will be charged if the room is not vacated within 15 minutes of the booked time.

2. Bond: Hub Management may request the payment of a \$300 bond for any booking. If requested the bond must be paid 14 days in advance of the booking and will be refunded if the Hub is left in good condition within 28 working days of the conclusion of the booking. Cleaning and repair charges will be deducted from any bond if required.

3. Cancellation: The following cancellation fees apply:

- If you cancel 30-45 calendar days prior to your confirmed booking a \$25 cancellation fee applies (or the full amount of the room booking fee whichever is less)
- If you cancel 16-29 calendar days prior to your confirmed booking a \$50 cancellation fee applies (or the full amount of the booking fee whichever is less)
- If you provide notice 8- 15 calendar days prior to your confirmed booking a \$75 cancellation fee applies (or the full amount of the booking fee whichever is less)
- There will be no refund for room bookings cancelled within 7 calendar days of the event

All cancellations must be confirmed in writing to bookings@multiculturalhub.com.au

3a Refunds: Refunds will be issued less the cancellation fees in accordance with point 3

4. Children's Supervision: Children must be supervised at all times and are not permitted to roam outside the hired space or tamper with displays and equipment. It is also a safety requirement that young children be accompanied to toilets.

5. Room Pack Up & Cleaning: The premises and facilities must be left in a clean and tidy condition by the hirer prior to vacating the premises. If you do not wish to sweep and vacuum the floors we can arrange this for you for an additional fee.

- All rubbish need to be removed..
- All tables and chairs must be wiped, sanitise and floors swept, mopped or vacuumed. (unless you have prepaid a fee)
- At the end of the function all furniture must be stacked in the storage rooms. The kitchen, worktops, oven, fridges, and equipment shall be wiped down and all food and beverages removed.
- Any item left in the hall is at your own risk.
- Failure to comply with any of these conditions will result in a \$200 charge.
- Set up of the Venue is the responsibility of the Hirer.

Please note; If you have selected the self-cleaning option, Hub management will review the request and see whether professional cleaner is required or not. If professional cleaner required Hub management will organise the cleaning at additional cost.

6. Damages: The hirer will be liable for replacement or repair of any items or areas damaged by their guests. It is the responsibility of the hirer to inform the Hub staff of any damages which occurred during the course of the function, further penalties may apply if undisclosed.

7. Smoking: The Drill Hall is a non-smoking venue and this. Smoking is not permitted inside the buildings at any time.

8. Furniture: Please take care not to scrape, bump or chip furniture, walls, floors or doorways while moving furniture and equipment. All items of furniture must be returned to the appropriate storage area or stacked within the room as instructed by staff. Failure to do so may result in additional charges.

9. Catering: You are welcome to use your own caterers for your event however you must ensure that caterer's equipment is packed up and collected within the time frame of your booking. Caterers may NOT bring any Gas bottles or gas cooking equipment into the Hall. When using external caterers we strongly recommend that you pay for cleaning.

10. Hired Equipment: You are welcome to bring your own equipment for your event however you must ensure that all equipment is packed up and collected within the time frame of your booking.

11. Alcohol. An event where alcohol is being sold or an entrance fee charged: The Hirer must -obtain the appropriate permit from the Liquor Control Commission; and provide a copy of such permit to the Hub Management at least fourteen (14) days before the First Hire Date; and display the permit at the Venue during the Hire Period.

The Hub Management may prohibit alcohol being brought into, distributed or consumed at the Venue if it believes this is reasonably necessary to maintain law and order or compliance with these Conditions of Hire.

12. Access, keys and security: The Hirer must make arrangements for the collection and return of the keys prior to the Period of Hire. Unless otherwise arranged, keys must be collected and returned to the Multicultural Hu, 506 Elizabeth St Melbourne on the day of the event.

It is the responsibility of the Hirer to securely lock the Hall when they leave the building.

Disability access: is via the Victoria Street exit/entrance which must be opened from inside the building.

Drill Hall Terms and Conditions of Hire

13. Security guards: The Hirer may at its own expense be required to engage Security Guards who are licensed and experienced in controlling events as set out in the Particulars

14. Emergency procedures: The Hirer must nominate at least two persons as set out in the Particulars to act as Emergency Controllers. The Emergency Controllers must:

- know the emergency procedures and information;
- advise all new participants on arrival where the exits and established meeting place is located, and control those present
- in and after any emergency;
- lead those present to the established meeting place safely; and
- Ensure that the Hall is clear of people.

In the event that a false alarm results in the fire brigade being called to the Hall due to negligence or lack of supervision by the Hirer, the cost incurred will be borne by the Hirer.

Please note that the emergency evacuation map and emergency procedures and information are posted on the walls of the Hall showing the:

- relevant procedures to follow;
- Location of fire extinguishers; Exit points; and Assembly area.

15. Obstructions: The Hirer must ensure that all Emergency Exits, Access Ramps and Steps remain clear at all times.

16. Insurance: Hirers of the Council owned or controlled facilities not otherwise insured may be covered under the Council's Community Liability pack provided the number of hires does not exceed 52 times per year per hire and hirers are not for profit.

Unless the hirer is covered under the " Council's Casual Hirers of Council owned or controlled facilities" Insurance Policy, the hirer shall at all times during the agreed term, be the holder of a current Public Liability Insurance Policy in respect of the activities specified herein providing coverage for a minimum sum of twenty million dollars \$ 20,000,000. The Public Liability Insurance shall be effected with an insurer approved by council. The public Liability Insurance shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Hirer.

17. Release and indemnity

Release

The Hirer uses and occupies the Hall at its own risk and releases the City of Melbourne and AMES from all claims resulting from any damage, loss, death or injury in connection with the Hall and any items or equipment stored on site, except to the extent that the City of Melbourne or AMES is negligent or in default of its obligations.

Indemnity

The Hirer must indemnify and hold harmless the City of Melbourne and AMES against all claims resulting from any damage, loss, death or injury in connection with the Hall and the use and occupation of the Hall by the Hirer except to the extent that the City of Melbourne and/or AMES is negligent or in default of its obligations.

Failure to comply with the above terms and conditions and or any other act or consequence arising from the hire of the Hall may result in revocation of hiring rights and the imposition of penalties by the City of Melbourne and/or AMES. The Hirer agrees to provide AMES with a copy of Certificate of Currency with completed booking forms.

18. Permitted use: The Hirer must not use the Hall for any other purpose than that set out in the Application.

19. Compliance with law and other directions: The Hirer must at all times comply with any reasonable direction by the Hub Management or staff member, Melbourne City Council rules, regulations and by-laws; all other applicable laws.

The Hirer must ensure its employees; agents and attendees comply with the following required behaviours:

- No spitting, obscene or insulting language, disorderly behaviour or damage to property or persons.
- No smoking or taking of illegal drugs in or outside of the Hall.
 - No sale, possession or consumption of alcohol in the Hall without the written approval of City of Melbourne. The Hirer must comply with all requirements of Liquor Licensing Victoria.

Drill Hall Terms and Conditions of Hire

- No gambling including games of chance at which money is passed either directly or indirectly without the prior written consent of the City of Melbourne

20. Nuisance: The Hirer must not do anything in connection with the Hall which may cause a nuisance or interfere with any other person, residential entry point or service operating from the Drill Hall complex.

The Hirer must ensure that attendees and the public enter from the Victoria Street entrance for events / exhibitions / markets.

21. Heavy Equipment and Inflammable Substances: Heavy equipment and inflammable substances are not permitted in the Hall without the City of Melbourne's prior written consent.

22. Entry by City Of Melbourne and AMES: The City of Melbourne and/or AMES staff may at any time enter the Hall for any purpose.

23. Equipment and Storage of material: The Hirer must bring its own equipment and materials to the Hall. Storage facilities are not available

24. Power Restrictions: The Hub Management is not responsible for any restriction imposed on the supply of electricity or water during the Hire Period.

25. No Subletting: The Hirer must not sublet or assign its Booking to any person or entity without the prior written consent of the Hub Management and on such terms and conditions as the Drill Hall/ Hub may specify.

26. Theft: The Hub Management is not responsible for any loss or damage that may be suffered by the Hirer or any of the persons attending the Venue during the Hire Period or kept in storage as a result of any theft.

27. Works: The Hirer must not interfere with the electrical, lighting or audio installations at the Venue; or interfere with any structural aspect of the Venue; or undertake any other work at the Venue without the prior written consent of the Hub Management.

28. Decorations: The erection of streamers, flags, bunting or other decorations, or the erection or placing of structures in the Venue may only be carried out with the prior approval of the Hub Management. No Adhesive Tape or BluTak may be placed on the floor or any painted surface. The Hirer must remove all decorations or structures and will be responsible for any costs associated with any damage to Council property cause by the placement or removal of a decoration.

29. Equipment: All equipment hired by the Hirer will be the full responsibility of the Hirer and the Hub Management is in no way responsible for any such equipment. The Hirer warrants that all equipment and goods brought into the Venue during the Hire Period are clean, have no offensive odour, are non-hazardous, are free of vermin and are adequately flame retardant.

30. Cancellation by Hub Management: The Hub Management may cancel the Booking by written notice to the Hirer before the First Hire Date if:

- the Hub Management becomes aware that any event, goods or services proposed to be held or provided
- by the Hirer is/are objectionable, dangerous, infringes any copyright or other intellectual
- property rights, is prohibited by law, or would be detrimental to the Hub Management;
- the Hire Fees and/or Bond have not been paid;
- repairs, alterations or additions to the Venue are underway;
- the Hirer has not provided evidence of adequate insurance coverage.

The Hub Management may cancel the Booking without notice in the event of an emergency or if deemed necessary.

If the Hub Management cancels the Booking without fault of the Hirer, the Hub Management will refund any amounts paid by the Hirer in relation to the Booking.

The Hub Management will not be liable for any loss or damage suffered as a consequence of exercising its right to cancel the Booking under this clause.

Cancellation or termination of the Booking for whatever reason will not affect any right which the Hub Management may have to recover money owing for the Booking or to recover damages from the Hirer.

31. Timing of bookings: Start and finish times of bookings given by the Hirer must include setting up and packing down time and must be adhered to. Bookings are taken and confirmed by Hub staff based on the information provided by the activity / event organiser in the Application. Failure to adhere to agreed times may result in clashes in bookings and security issues.

32. Breach of Conditions: The Hub Management or delegate may expel from the Venue any person who breaches any of these Conditions of Hire and the Hirer must indemnify the AMES for any cost incurred as a result. The Hub Management may immediately terminate the Booking during the Hire Period if it reasonably believes these Conditions of Hire are being breached and the breach has not been remedied by the Hirer after being directed by the Hub Management verbally to do so.

33. First Aid Kit: First Aid kits must be provided by the Hirer.

34. Telephone: Not available.

35. Parking: Limited parking can be provided inside the Multicultural Hub Car Park as mentioned above under question no 25. Other only parking options is on street metered parking.

36. Heating and Cooling: The hall does not have heating or air conditioning

37. WIFI/Internet access: Not available