

Conditions of Use

All facility hire is subject to a completed & signed application form which is a contract with the Board of Management (BOM) of the Centre accepting the Terms & Conditions hereunder.

1. BOOKINGS

Bookings will not be accepted until the signed Application form, Conditions of Use and other required documents are completed and returned to the Coromandel Community Centre with the fees and bond paid in full four weeks prior to the booking date. Late bookings must be paid in cash. The Centre has EFTPOS facilities, during Centre hours.

BOOKING TIME

Booking time of the Coromandel Community Centre must take the following into account:

- Setting up time
- Allowance for sanitizing all surfaces used
- Allowance for cleaning of all areas, including bathrooms and kitchen facility
- Allowance for cleaning of all outside areas including playground, patio and grounds
- Allowance for departure of caterer, band & all patrons.

The user must adhere to booking times as the Centre only allocates 30 minutes between hirers. Swipe card and alarm code are only active during booking hours.

2. CANCELLATION OF BOOKING

Should any booking be cancelled after the deposit has been paid that deposit will be forfeited. Once full payment has been made the User will forfeit the deposit, or, 50% of the fees whichever is the greater. Cancellation of booking fees is subject to discussion with the hirer, volunteers and staff. The Risk Management fee, paid directly to the City of Onkaparinga is non-refundable.

3. SUB-LETTING

Sub-letting of the facility or any part thereof is prohibited.

4. APPLICATION REFUSAL

The BOM has the right to refuse an application for the use of the Coromandel Community Centre and associated facilities. All Users (and therefore person signing application form) must be over the age of (18) eighteen years. If requested, proof of age must be provided.

The BOM reserves the right to withhold the letting of any part of the facility at its discretion.

5. SWIPE CARD/KEYS

Casual Users must deposit the swipe card in the letters slot in the main office door after the function or return it on the next working day unless otherwise agreed in writing on the application form. User Groups and hirers are charged a levy of \$10.00 for each lost building, cupboard key or swipe card.

6. SECURITY SYSTEM

The Coromandel Community Centre is fitted with a security and fire monitoring system. If the alarm is accidentally triggered, requiring the attendance of security officer, there will be a call out fee. This fee will be recovered from the User. Comprehensive instructions on the operation of the security system will be given when the keys to the Centre are collected. If the fire alarm is triggered accidentally, requiring the attendance of emergency services, there will be a call out fee. Call Security on 1300 365 151 if you require assistance.

If the Security System is not activated or deactivated correctly by the User an amount of \$60.00 may be deducted from the Bond deposit.

7. BOND

A bond is set by the BOM towards the recovery of costs due to misuse, damage or excessive untidiness. The facility must be left in a satisfactory state. Where any costs for repair/cleaning/damage exceed the bond, the User will be responsible for any additional expenses incurred. Security call outs, emergency services call outs and lost or damaged swipe cards will be recovered from the bond.

The bond will be refunded by EFT within 2 weeks of the date of the booking. The BOM will advise you if any bond money is to be retained and why.

8. INSURANCE & INDEMNIFICATION

The User agrees to indemnify and to keep indemnified and to hold harmless the Coromandel Community Centre Incorporated Board of Management, its servants and agents from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the conduct of the activity. It is the User's obligation to insure against any liability he/she might incur for any injury to persons or damage to any property as a result of the use. Certificate of Currency must be provided and Public Liability must be \$20,000,000 minimum. Where the User is a private individual or a small unincorporated group the User will pay a non-refundable Risk Management fee of \$15.38 (including processing fee) directly to the City of Onkaparinga and is therefore deemed to have access to the City of Onkaparinga Ad Hoc or Occasional Users public liability insurance policy. A copy of the payment receipt is to be forwarded to the Centre on or before the balance due date.

9. DAMAGE

The User will be responsible for any damage caused to property (including furniture and equipment) which is attributable during the period of use. The User may be held liable for any loss that occurs as a result of their negligence. This may include failure to adequately secure the premises. The BOM will advise in writing any cost incurred for reinstatement of property.

10. BOOKING SAFETY

For functions involving teenagers/young adults, the User will take appropriate measures to avoid "gate-crashing" and associated problems. Security Guards are required for all 15-25 yr old functions, and this must be arranged through the City of Onkaparinga's Security company. Hirers requiring Security Guards will receive a copy of their standard operating procedures (SOP). It is highly recommended that police are notified for events for young adults between the ages of 15-25 years.

11. CLEANING

The facility is to be left in a clean condition and all debris, decorations, empty bottles, food scraps, nappies (not to be placed in Sanitary Bins) etc. must be removed and taken away by the User immediately after the function. There is a bin for 10c recyclable products at the Centre entrance. Any money raised through this bin goes back into upgrading Centre facilities. All dishes must be put through the dishwasher and put away.

Should the User fail to comply with this condition, the Coromandel Community Centre Incorporated Board of Management may employ the necessary labour and recover the costs of same from the User.

12. CONTROL

The BOM reserves the right to engage security staff for the duration of the use at its discretion, at the User's expense, however they are mandatory for 15 to 25 year old parties. If security is called to your event you will be charged appropriately.

Members of the BOM, Volunteers, City of Onkaparinga Employees and Security Officers shall have free access to any part of the premises at any time.

13. CAPACITY

Maximum capacity of the Centre is 100 persons – subject to legislation.

14. ADVERTISING

No advertising is permitted on or in any part of the facility without the permission of the Centre.

15. DECORATIONS

Nails, screws or other fixings, including Blu-Tack and tape of any kind are not to be used for attaching decorations etc. in any part of the facility unless agreed to by the BOM. Picture rail and hooks are supplied.

No decorations are to be attached to overhead fans or parts therefore.

All decorations, including balloons, must be removed from the premises. Note: balloons may set off the security alarm system and the hirer will be liable for the call out fee. Jump Castles are not permitted.

16. ELECTRICAL SUPPLY AND EQUIPMENT

Electric installations are not to be interfered with. Any faults must be reported to the BOM immediately.

All electrical equipment brought into the Centre must, at the User's responsibility, be in sound working order and be tested and tagged as per the legislative requirements.

17. OPERATION OF KITCHEN APPLIANCES

Instructions for the operation of all appliances are posted in the kitchen. Any appliance malfunctions should be reported to the BOM.

18. USE OF CUTLERY, CROCKERY ETC.

Cutlery, crockery, glasses are available. Serving dishes, bowls, tea towels etc. must be supplied by the User. There is a \$5.00 breakage charge for glasses and crockery.

19. NUISANCE AND DANGER

No User shall cause nor allow to be caused any annoyance, nuisance or damage to members of the public or their property. This includes offensive or dangerous behaviour and any act that may become an offence against any Act or law. Noise levels must be maintained at an acceptable level. No amplified music can be played outside the facility from sunset to sunrise, without prior consent. If the Centre is required to deal with complaints about noise or nuisance or if SA Police are in attendance, the bond will be forfeited.

20. SMOKING

Smoking is **not** permitted inside, nor in the outdoor areas of the Coromandel Community Centre. Users smoking outside must use the designated smoking area at the front of the building where the cigarette butt bin is located. Cigarette butts must not be left anywhere else. Failure to comply may result in forfeiture of part of bond. Smoke machines are not permitted. No naked flames permitted, including candles.

If the fire alarm is activated, the User will be responsible for the cost of all call outs.

21. CONSUMPTION OF LIQUOR

Pursuant to the Liquor Licensing Act 1997, a Liquor License must be obtained by the User prior to any consumption of intoxicating liquor on the premises for a function at which a charge is made for admission, entertainment or refreshments, or otherwise for financial gain. A copy of the licence must be provided to the Coromandel Community Centre Inc.

22. FIRST AID

Users must provide their own first aid kit and supplies.

23. CAR PARKING FACILITIES

There is limited parking available. Please use these areas thoughtfully allowing other Users to obtain ready access to their vehicles. No vehicle parking on paved or garden areas.

24. ANIMALS

No animals are permitted without prior approval from the BOM, except for assistance dogs.

25. DISABLED ACCESS

The BOM is particularly concerned with the need for proper access to be provided to our facilities for individuals with disabilities. Consequently, if you experience any problems in this regard, we would appreciate your advice to that effect.

26. CATASTROPHIC BUSH FIRE DAYS

The Centre is closed when the Bush Fire Rating for the Mount Lofty Ranges district is Catastrophic. The User's booking may be cancelled at any time in the event of an emergency or if the Centre is deemed unsafe. The User will be refunded their hire fee in full, excluding the non-refundable Risk Management Fee paid directly to Council, under these circumstances. However, the BOM will not be held accountable or liable for any additional costs incurred by the hirer due to Centre closure.

27. BUSH FIRE MANAGEMENT

In the event of a bush fire in the vicinity of the Coromandel Community Centre, please go to the bush fire cupboard and follow the instruction on cards located there. The user is responsible for ensuring everyone is aware of the Centre exit doors and that the exits are left clear at all times.

PLEASE MAKE SURE THESE CONDITIONS ARE UNDERSTOOD BY THE PERSON IN CHARGE OF YOUR EVENT.

I/We acknowledge that I have read, understood and will comply with these Conditions of Use.

I/We confirm that I have read the Fire Management System and will nominate a group leader to take responsibility for evacuation of the Coromandel Community Centre in the event of a fire.

I/We agree that I/we will indemnify the Coromandel Community Centre Inc for any costs as conveyed in terms and Conditions of Use.

Signed (must be 18 years or over)..... Date