

Coonara Community House Room Hire Policy



| | |
|-----------------------|--------------------------------|
| Policy Number: | RH-2024 V3.1 |
| Approval Date: | 25 th November 2024 |
| Review Date: | 19 th December 2025 |

1. Objectives

The Coonara Room Hire Policy (the Policy) provides the basis for the hiring of Coonara’s facilities.

Coonara is committed to transparency when hiring facilities to the community, and considers the needs of the hirer, other facility users and the wider Coonara community.

The following objectives provide the framework for the establishment of a safe, equitable and transparent hire structure:

- Provide equitable access for the Coonara community;
- Increase community access and participation in a wide range of leisure, social, cultural and educational activities; particularly to disadvantaged and socially isolated groups;
- Promote and encourage positive user attitudes and a sense of responsibility towards facilities;
- Ensure the safe and effective management of associated risk issues; and
- Provision of an easy to understand facility hire process, detailing the responsibilities of Coonara, casual hirer user groups, and individuals.

2. Background

Coonara has a lovely facility onsite at 22 Willow Road, Upper Ferntree Gully. There are various rooms for hire as well as offices and a Community Kitchen. Outdoor grounds are also available as a place to hire for appropriate events. Facilities can be classified into two categories:

- For-Profit/Not-for-profit/Group Hirers
- Individual Hirers

The casual hire of Coonara has presented a number of challenges over the years, in particular, inappropriate use including vandalism and anti-social behaviour.

This has created the need to set some strict rules and guidelines for future hirers.

This policy sets out the requirements that Hirers must adhere to for the casual hiring of facilities to ensure they are managed responsibly and in line with Coonara and legislative requirements.

3. Capacity

This Policy applies to Casual Hire, including, but not limited to, those detailed below:

- Chimney Room (max 12);
- Community Kitchen (max 8);
- Training Room (max 20);
- Festini Room (Sewing & Art Room max 25) ;
- Foyer (max 15);
- Long Room (max 40-50);
- Long Room Offices (max 4);
- Sensory Garden (Front Garden max 45);
- Sunny Room (max 15) ;
- Yarning Circle/Outdoor Space (max 50);
- Meeting Room (max 8)

This Policy does not apply to the Hire of Coonara Early Learning Centre and outdoor space, neighbouring Kings Park or their Facilities, their active sportsgrounds nor fields of play.

4. Conditions

This Policy outlines the requirements for the casual hire of Coonara Facilities. The minimum standards ensure that the following objectives are achieved:

4.1 Mandatory Conditions

Hirers are required to submit a Room Hire Application Form with Coonara, to be signed by the Hirer and Coonara. Mandatory conditions covering the following requirements must be included:

4.1.1 Alcohol

Under no circumstances is alcohol allowed on any part of Coonara's premises.

4.1.2 Security Bond

Payment of a refundable Security Bond of \$360 is required (for one off hire only).

Ongoing hire is excluded. The Security Bond amount must be in line with the requirements set out in 5.3 of this Policy.

The Security Bond will be held as security for any damage to Coonara, including the surrounds and any equipment or items at Coonara, for any cleaning required if Coonara is left in an unclean condition, or any other breach of the Room Hire

Policy. The cost of the cleaning, repair or replacement is to be deducted from the Security Bond. In instances where the costs exceed the Security Bond, the Hirer will be liable for the additional cost.

The room will be assessed after hire has ended by Coonara Community House within 2 business days of the hire. Once it has been approved as being in good, clean and proper order then the security bond of \$360 will be returned to a nominated bank account within 5 business days.

4.1.3 Public Liability Insurance

Not-for-Profit organisations and business are required to provide a copy of their Public Liability Insurance with a minimum of 20 million policy cover which is valid on the date of hire. **A copy of the Hirer's Certificate of Currency must be provided to Coonara at the same time as the deposit is paid.**

Casual hirers who do not have Public Liability Insurance will be issued with insurance covered by Knox City Council for the one-off event (free of charge). If there is a claim the hirer is responsible for the excess of \$500.

4.1.4 Indemnity

The Hirer must agree to indemnify Coonara against all claims, actions, costs, charges, losses, expenses and damages as a result of the hire.

4.1.5 Public Health Orders

Hirers must abide by all Public Health Orders, including COVID-19 restrictions, mandated by the Victorian Government or any other relevant bodies. Coonara must provide Hirers with Coonara information that enables Hirers to adhere to public health orders, including, but not limited to:

- Density limits;
- Capacity;
- QR code check in; and Vaccination requirements.

Coonara must provide the Hirer with all necessary information to ensure the Hirer can adhere to Coonara's COVID Safe Plan.

4.1.6 Hiring Times

Coonara rooms can only be hired out during the permitted times of use set out in the Room Hire Application Form.

The number of guests in attendance at Coonara must not exceed the Coonara's occupancy limit.

4.1.7 Sale of Food

Under no circumstances is food to be sold. Food can only be consumed by the Hirers.

4.1.8 Gambling

Gambling and electronic gaming are not permitted within the House. Minor gaming activities, including raffles, bingo and fundraising events may be conducted for fundraising purposes only, where the appropriate regulations are followed. Casino nights are not permitted.

4.1.9 Adult Entertainment

Under no circumstances is Adult entertainment permitted in any form.

4.1.10 Hirer

The Hirer must be aged 18 years or over.

4.1.11 Noise and Music

Noise, music and/or behaviour must not impact on the residents of surrounding properties.

All noise, including musical instruments, stereos, radios, televisions and public address systems, must cease by 10pm Sunday to Thursday, and 11pm Friday, Saturday and the night before a public holiday. Noise must not commence before 7am Monday to Friday, and 9am Saturday, Sunday and public holidays.

4.1.12 Child Safe Standards

If the Hirer provides services for children or is otherwise required to comply with the requirements of the Child Wellbeing and Safety Act 2005 (Vic), the Hirer must comply with all requirements of the Child Safe Standards.

4.1.13 Smoking

Smoking is not permitted within any enclosed areas of the House or within 4m of an enclosed area of the House.

4.1.14 Smoke machines, candles, flames and pyrotechnics

Smoke machines or any form of pyrotechnics are not permitted at Coonara Community House
Lit candles may be permitted at the discretion of the Coonara.

4.1.15 Transfer of Booking

Hirers are not permitted to transfer the booking to another organisation or individual, without the prior written consent of the Coonara.

4.1.16 Key Collection and Return

Keys must be collected and returned at a mutually agreeable time.

If a key is lost or not returned, Coonara will contact Knox City Council regarding the replacement of the key and/or change the lock/s at the House. Coonara may retain all or part of your deposit to cover the cost of replacement. In instances where the costs exceed the Deposit, the Hirer will be liable for the additional cost.

4.1.17 Access to the Facility and Exiting the Coonara

The Hirer must not access or use any part of Coonara outside the hire period. The Hirer must ensure that attendees leave the House and surrounding areas in a quiet and orderly manner at the end of the hire, and that the House is locked and, where relevant, alarmed.

4.1.18 Safety

The Hirer must ensure that the capacity of the Coonara is not exceeded at any time, and that all entry and exit points are kept free from obstruction. Electrical equipment provided by the Hirer must have been tested and tagged, set up correctly and used safely.

4.1.19 Damage to the House

The Hirer is not permitted to affix nails, screws or other items that pierce any part of the Facility. Approval to hang decorations and displays using other means is only permitted if approved in advance by Coonara.

The Hirer is responsible for any damage caused to the House and/or its surrounds during the period of hire.

4.1.20 Cancellation by Coonara

The Facility Manager may cancel a booking and refund the hire fee and Security Bond if:

- the Hirer breaches the Hire Agreement;
- Coonara is required by Council for use as an emergency relief facility;
- Coonara is affected by a maintenance issue; or
- Coonara is closed in accordance with Council's Declared Fire Danger Ratings Procedure.

4.1.21 Animals

Coonara may determine whether animals are permitted in the Facility. Service animals must always be permitted.

4.1.22 Cleaning

The Hirer must ensure that Coonara is kept in a clean and tidy state throughout the period of hire, and ensure that all cleaning tasks required by the Coonara are undertaken at the end of the hire.

4.1.23 Set Up/Pack Up

It is the responsibility of the Hirer to set up and clear away all equipment and furniture, including returning items belonging to the Facility to their original location and removing all items belonging to the Hirer from the Facility. **Set up and pack up times must be included within the hire period.**

4.1.24 Cancellation by Hirer

This would incur a minimum of 50% of your Total Hire fees if the cancellation was less than 2 weeks prior to your booking dates.

Ongoing hire are obligated to fulfil the signed contract. Cancellation at any time within the contract terms will incur a fee that reflects the balance of the hire fee to be paid within 7 days.

4.1.25 Cash Handling

No cash is to be left at the Facility by the Hirer at any time.

5. Security Bond

A Security Bond must be paid by the Hirer as security against damage to the building, furniture, fittings and any cleaning undertaken as a result of the Hirer's use of the premises. Security Bond amounts are determined by Coonara as part of its *Fees and Charges Schedule* (annually revised), and must be paid in full at the time that a deposit is paid prior to the hire date.

| |
|--------------------------------|
| 2025 Security Bond Fees |
| \$360 per room hire |