

Ebdale Hub



Room Hire - Terms and Conditions

opportunity » growth » lifestyle

Introduction

Thank you for your interest in hiring a room at Ebdale Hub (20 Ebdale Street Frankston). Ebdale Hub is a Frankston City Council run community centre with rooms that are suitable for meetings, community activities/ education, workshops and training programs. Rooms are NOT available for parties, sales events and family gatherings. Priority is given to local community and not-for-profit groups.

Application

Bookings are subject to availability and approval. **Please note that approval can take up to 5 working days, so do not advise your group of any bookings until all group facilitators have undertaken an Induction at the Centre, you have been assigned a swipe card and your booking has been confirmed via email.** Applications to hire Ebdale Hub rooms must be made in writing, using the *Ebdale Hub Room Hire Application Form*. To request a copy, please email: ebdale@frankston.vic.gov.au.

- It is essential that the *Room Hire Application Form* be filled out in the name of the person or organisation paying the room hire fees.
- The applicant must provide a copy of photo identification demonstrating they are over 18 years of age and a utility bill or similar to confirm full name and address listed on the photo identification.
- The applicant (or nominated individual) must provide a Certificate of Currency / insurance which covers the nominated hire dates (more than 52 occasions).
- If more than one date of hire, the hirer must circle their nominated hire dates on the calendar on the *Ebdale Hub Room Hire Application Form*.
- Room hire fees are GST inclusive and are invoiced in monthly via email.
- Fees are reviewed by Frankston City Council annually and may increase as of 1st July.
- Your application will be assessed and you will receive a response via your organisations nominated booking contact email address within 5 business days.

Viewing a venue

To confirm the venue is suitable for your activity, you may inspect it before submitting an application. To do so, please contact Ebdale Hub to arrange a time, please email: ebdale@frankston.vic.gov.au.

Booking confirmation

Your booking is not complete until you receive an email of confirmation from Ebdale Hub. To have your booking confirmed a completed *Ebdale Hub Room Hire Application* form must be submitted.

Room Hire Fees (GST inclusive)

Room Hire Fees for Ebdale Hub are listed below:

Length of Hire	Community Groups	Corporate Group
Half Day (4 hours or Less)	\$65.00	\$105.00
Full Day (4 hours or More)	\$90.00	\$160.00

Please note: Community Group Room Hire includes Frankston City Council, Community and Not for Profits Group.

Spaces for Hire:

Ebdale Hub has a number of spaces available for hire they include:

Room	Description	Capacity
Community Room	<ul style="list-style-type: none">• Kitchenette• Overhead projector and screen with HDMI and VGA port• 2 kettles, bar fridge and a microwave• Community garden outlook• Heating and cooling• Free Wi-Fi	30 people lecture style Size: 90m ² 8 tables, 20 chairs
Milpara Room	<ul style="list-style-type: none">• Adjoins the Commercial Kitchen (additional fees apply, for use• Overhead projector and screen with HDMI and VGA port)• 2 kettles, bar fridge and a microwave• Heating and cooling• Free Wi-Fi	30 people lecture style Size: 90m ² 8 tables, 20 chairs
Training Room	<ul style="list-style-type: none">• Overhead projector and screen with HDMI and VGA port)• 2 kettles, bar fridge and a microwave• Heating and cooling• Free Wi-Fi	30 people lecture style Size: 96m ² 8 tables, 20 chairs
Commercial Kitchen	<ul style="list-style-type: none">• Kitchen of commercial standard, it's only available for community programs. Features include: full commercial kitchen, cool room, 2 ovens with 2 stove tops, commercial dishwasher, bain-marie and serving area, pots, pans as well as serving utensils and dinnerware sets.• Heating and cooling• Free Wi-Fi	10 people Size: 45.5 m ²

**If you are using a projector you will need to Bring Your Own (BYO) laptop.
If you have any problems please call Frankston City Council on 1300 322 322 (anytime).**

Booking time

When a space is hired, the booking time requested must allow a sufficient amount of time for set-up, pack-up and cleaning. In the event that a space is vacated earlier than the agreed conclusion time, no refunds or time credits will be issued.

Cancellations and refusal to hire

By the Hirer:

Hirers are required to provide at least seven days' notice for all booking cancellations to be eligible for a refund. Notification of a cancellation will only be accepted in writing. Please email: ebdale@frankston.vic.gov.au.

If this is not done, Ebdale Hub reserves the right to charge the hirer for any extra chargers incurred. Failure to comply may result in your organisation incurring the costs of hire.

By Ebdale Hub:

Ebdale Hub reserves the right to cancel bookings at any time. If it is necessary to cancel a booking, any payment made for hire will be refunded.

Refusal to hire

Ebdale Hub may refuse to hire space on reasonable grounds, at its own discretion.

Code of conduct

Hirers and their guests are required to comply with all current laws, regulations and policies.

All people at Ebdale Hub are to be treated with dignity and respect. No smoking, spitting, obscene or insulting language or disorderly behaviour or damage to property is permitted in Ebdale Hub.

Disrespectful, offensive or abusive language and behaviour will not be tolerated. An individual may be required to leave and may be denied access to Ebdale Hub as a result of such behaviour. Any illegal behaviour will result in immediate expulsion and all illegal activity will be reported to Victoria Police.

Hirer's responsibilities

The hirer is responsible for:

- Provision of own crockery and refreshments (tea, coffee, milk, sugar)
- Ensuring the space is left clean and tidy, ready for the next hirer. Cleaning up any spillages from tables, chairs, walls and floors.
 - A spill kit is in next to the Milpara Room.
- Returning furniture and equipment to original positions.
 - As per diagram on the wall near the internal in each room.
- Cleaning down all kitchen surfaces, equipment or appliances used.
- Removal of all rubbish/food waste and placing in the bins.
- Hirers shall leave kitchen spaces, including fixtures, appliances and utensils, in a clean and tidy condition.

- Turn off heating/cooling and lights before departure. Extra charges may be incurred if heating cooling or lights are NOT turned off.
- Hirers must protect the floors from stains, scratches or other damage by covering the floor with suitable floor coverings approved by Ebdale Hub.
A cleaning fee may also be charged if the space is not cleaned and rubbish disposed of. It is the responsibility of the room hirer to supply cleaning products and additional cleaning items for the room hire period.

Restricted and prohibited activities

Applicants are advised that the following activities are prohibited:

- Consumption of alcohol
- Any activity that has the potential to damage venue flooring
- Candles, sparklers or naked flames
- Pets (assistive dogs allowed)
- Nails or screws are NOT to be used in any part of the building
- Behaviour that would cause disruption or disturbance to neighbours or other room hirers.
- Substance or material including wax

Applicants are advised that the following activities have restrictions:

- Smoking is prohibited inside or within 20 metres of any entrance. All butts must be disposed of appropriately
- The display of birds, reptiles or animals must have prior written consent of Ebdale Hub
- Amplified music must have prior written consent of Ebdale Hub
- Delivery of goods or equipment have prior written consent of Ebdale Hub

Damage, theft or loss

The hirer is responsible for the costs of repairing damage to the building, fixtures, fittings and contents (fair wear and tear accepted).

Floors, walls, curtains or any other part of the building or any fittings or furniture, must not be broken, scratched or damaged in anyway. Nails and screws may not be used.

No notices, signs, advertisements are to be affixed to the walls, doors, fittings or furniture or any other portion of the venue without the prior written consent of Ebdale Hub.

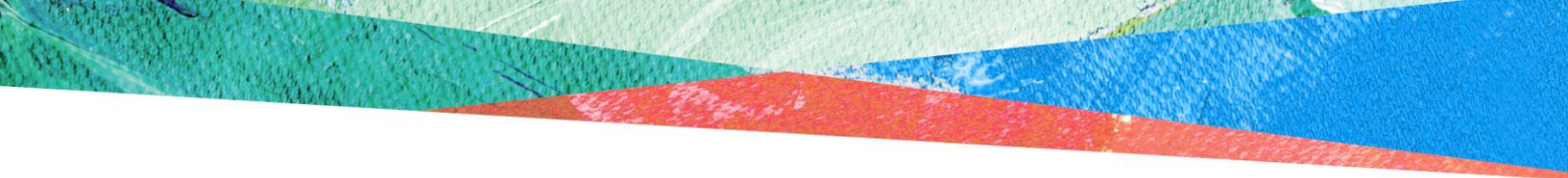
Breaches

Any hirer found in breach of these terms and conditions, including maintaining the condition of the venue or excessive noise, is liable to be expelled from the venue.

Indemnity and insurance

Indemnity

The hirer agrees to indemnify and to keep indemnified, Frankston City Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses,



penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the hirer's behaviour or purported behaviour of its obligations under the agreement to hire a space at Ebdale Hub and be directly related to the negligent acts, errors or omission of the hirer. The hirer's liability to indemnify Frankston City Council shall be reduced proportionally to the extent that any act or omission of Frankston City Council, its servants or agents, contributed to the loss or liability.

Insurance

Hirers shall at all times during the hire period be the holder of a current public liability insurance policy in respect of the activities specified for a minimum coverage sum of \$10 million.

Community groups without public liability insurance may purchase public liability insurance with their booking. This is charged per occasion of hire at a rate of \$15 per session. This option is not available to Recurrent Hirers who hire the venue on more than 52 times in a financial year or for commercial businesses.

Individuals who have house and contents insurance and are hiring the venue for an activity may be covered by this policy. Refer to the terms and conditions of your individual policy to confirm.

A copy of a Certificate of Currency must be provided in order for Ebdale Hub to confirm an applicant's booking.

Building Access

Ebdale Hub operating hours are 9.00am – 5.00pm Monday to Friday. The automatic front entrance door are open during the above time as well as Saturdays 10.00am – 4:00pm (when the Frankston Toy Library is open). The doors are automatically locked at all other times. A Frankston City Council staff member may not be available onsite at all times.

Hirers requiring access outside business hours will be allocated a swipe card. Swipe cards are registered to the named hirer (usually group facilitator), or nominated representative, and **MUST NOT** be swapped or given to an unauthorised person.

The named hirer will need to attend Ebdale Hub to collect a swipe card and alarm code, a minimum of days prior to commencement of your room hire. An appointment will need to be made to collect this, and also to run through the induction process and emergency management procedures. Please reply to this email, advising of your availability (between 10am – 4pm Weekdays) to attend the Hub, to collect a swipe card, alarm code and be inducted through the building. To collect a swipe card the person whom the swipe card is allocated to will need to show photo identification and sign to collect it.

In the event that a swipe card is lost or stolen, the hirer may be charged for a replacement card. Please notify Ebdale Hub immediately via email.

Requests for additional swipe cards can be made in writing to Ebdale Hub:

ebdale@frankston.vic.gov.au. Please include the following information in your request:

- The individual's full name
- Their contact details, including their hours of work and

- The role of the person for whom the swipe card is required for.

If approved, please allow at least two (2) business days for the set-up of a new swipe card.

When a hirer or nominated swipe card holder finishes at Ebdale Hub, their swipe card should be returned to staff in person. New swipe cards will be allocated to any replacement staff or facilitators once the request has been processed.

Payment of fees

You will receive an invoice via email prior to your booking. If you have any queries about an invoice or to change your billing contact, please email: ebdale@frankston.vic.gov.au.

Recurrent Hirer's criteria

Recurrent Hirers must comply with the following additional criteria:

- Recurrent bookings are for a maximum of 12 months, with all hire periods expiring on 30 December each year. Any outstanding fees for the year must be paid prior to the next year's booking allocations being confirmed.
- Accounts must be paid monthly.
- Those using Ebdale Hub more than 52 occasions in a financial year must provide a copy of a current Certificate of Currency and Public Liability Insurance policy with their application to hire.

Right to access

Any authorised Council Officer and contractor is at all times entitled to free access to any and every part of Ebdale Hub.

Supervision of children

Children are required to be adequately supervised at all times. Ebdale Hub asks that you are mindful of others in the building.

Storage of equipment

No personal property or property belonging to a hirer may be stored in a Frankston City Council venue without the prior written consent of Ebdale Hub. Any such consent is subject to the hirer accepting full responsibility for any loss, damage or misuse of the equipment. Ebdale Hub does not accept any responsibility for losses or damage, irrespective of the circumstances.

Disputes

In the event of any dispute or difference arising as to the interpretation of these terms and conditions, or of any matter or thing contained in the document, the decision of Frankston City Council shall be final.

Privacy

Frankston City Council collects personal information for the purpose of processing your application and ensuring compliance with these terms and conditions. If you do not provide this we may be unable to process your application. If you have any questions or concerns please contact Frankston City Council's Privacy Officer on 1300 322 322 or privacy.officer@frankston.vic.gov.au.



Contact Us

For further information, please contact Ebdale Hub via:

- Email: ebdale@frankston.vic.gov.au
- Phone: 9293 7102
- Address: 20 Ebdale Street Frankston VIC 3199